

[Print on front of envelope - insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Apologies for not opening a Credit Account

You will be aware that our company has been purchasing <<details of goods/services>> from you since <<date>> and orders have been processed on a payment on delivery basis.

We writing to request your consideration for credit facilities. Should you have an application form for customers apply please send the appropriate form for my attention. [A stamped addressed envelope for this purpose].

We anticipate we will be ordering <<details of goods/services>> to the value of approximately <<£Amount>> on a <<frequency e.g. monthly>> basis.

Also enclosed are details of our business <<e.g. brochure/latest Report & Accounts>>. [This information is supplied for the purpose solely of your assessment of granting credit facilities]

In anticipation of building on the successful relationship we have developed between our companies we look forward to hearing from you.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company Name>>

Enc.<< number of enclosures>>