

[Print on

insert Address]

<<Contact Name>>
<<Applicant Trading/Company Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name of Contact>>,

Re. Application to Open Credit Account

Thank you for your contacting us to

trade credit account with us.

Whenever any of our customers visit us, we gather relevant information from them which we then use to check their creditworthiness. For this purpose we provide a standard application form for our customers to complete so that we can then decide whether to provide them with a credit facility to use when they purchase [goods][and][services] from us.

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We have enclosed a copy of our application form for you to complete and return to us. Once you have fully completed the form and returned it to us, we will contact you as soon as possible to discuss the details of your application and if so, the credit limit and credit terms we can offer.

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We are of course keen to [retain] your business and we can do so.

We are of course keen to [retain] your business and we can do so.

Yours sincerely,

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

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