

Application for Review of Credit Terms

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review of my current credit terms with [Company Name]. As a valued customer, I believe that a reevaluation of these terms could foster a mutually beneficial relationship.

Over the past [insert time period], I have consistently adhered to the payment schedules and have built a strong business partnership with your company. However, due to [briefly explain reason, e.g., changes in business circumstances, requests from clients, etc.], I am inquiring whether it is possible to adjust the existing credit terms.

I kindly ask that you consider extending my credit limit or providing a more flexible payment schedule. I am confident that these changes will enable me to continue to engage with your services more effectively.

Your attention to this matter is greatly appreciated, and I look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]