

Vendor Credit Application

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to apply for a vendor credit account with your company. We are a construction company, [Your Company Name], and we are seeking to establish a credit line to facilitate our projects and streamline our purchasing process.

Company Information

Company Name: [Your Company Name]

Address: [Your Company Address]

City, State, Zip Code: [Your Company City, State, Zip]

Contact Person: [Your Contact Name]

Phone Number: [Your Phone Number]

Email Address: [Your Email Address]

Business Information

Type of Business: [Sole Proprietorship/Corporation/LLC]

Year Established: [Year]

Federal Tax ID: [Your Tax ID]

Bank Reference: [Your Bank Name, Account Number]

Trade References

1. **Company Name:** [Reference Company 1]
2. **Company Name:** [Reference Company 2]

3. **Company Name:** [Reference Company 3]

We appreciate your consideration of our application. Please feel free to reach out if you require any further information or documentation.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]