

Vendor Credit Application

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally apply for credit terms with [Vendor Name] to facilitate our purchasing needs for [Educational Institution Name]. As a recognized educational institution, we aim to maintain a smooth procurement process to enhance our educational services.

Please find attached our completed vendor credit application form along with the required documentation, including:

- Proof of tax-exempt status
- Financial statements for the last fiscal year
- Two references from other vendors

We believe that establishing a credit account with [Vendor Name] will benefit both parties and allow us to have a more efficient purchasing experience.

Thank you for considering our application. We look forward to your prompt response. If you have any questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Educational Institution Name]

[Institution Address]

[Phone Number]

[Email Address]