

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the credit terms that your company offers. As we are considering establishing a business relationship with your firm, we would like to understand the various credit options available.

Could you please provide details on the following:

- The duration of credit terms available
- The interest rates associated with each term
- Any potential fees or penalties
- Requirements for qualification

Your prompt response will be greatly appreciated as it will aid us in making an informed decision. Thank you for your attention to this matter.

Sincerely,  
[Your Name]