

Trade Credit Application

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request a trade credit agreement with [Recipient Company Name]. As a rapidly growing e-commerce business, we are interested in establishing a mutually beneficial relationship that supports our inventory needs and ensures timely delivery to our customers.

Our company, [Your Company Name], has been in operation since [Year Established] and specializes in [Your Product/Service]. We have experienced substantial growth over the past [Duration] and are seeking to expand our product offerings.

We would like to apply for a trade credit limit of [Requested Amount] to facilitate smoother transactions and improve our cash flow. We believe that our business relationship can create advantages for both parties, and we are committed to maintaining timely payments.

Enclosed please find our completed application form, along with relevant financial documents that showcase our stability and creditworthiness. We appreciate your consideration of our request and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]