

Trade Credit Application

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request a trade credit account with [Recipient Company Name]. As a [Your Company Industry] retailer, we are seeking to enhance our merchandise offerings and improve cash flow for our operations.

Our company, [Your Company Name], has been in the business for [number] years and has built a solid reputation for quality and customer satisfaction. We are impressed with your products and believe they would be a valuable addition to our inventory.

We kindly request that you consider us for a credit limit of [specific amount] to facilitate our initial orders. We have attached the necessary financial documents for your review, including our tax ID, bank reference, and trade references.

Thank you for considering our application. We look forward to the possibility of establishing a mutually beneficial partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]