

# Trade Credit Application

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to formally apply for trade credit with [Recipient Company Name]. As a service-based business specializing in [briefly describe your services], we have been successfully operating since [Year Established] and are looking to enhance our capabilities by partnering with your esteemed company.

Our current demand for [specific products/services] has increased significantly, and we believe that establishing a credit line with your company will allow us to maintain our service quality and meet customer expectations efficiently.

Please find enclosed our company profile, financial statements, and references from current suppliers to support our application. We are committed to maintaining a responsible credit relationship and assure you of timely payments as agreed upon.

Thank you for considering our application. We look forward to your positive response. Please feel free to contact me directly at [Your Phone Number] or [Your Email] should you need any further information.

Sincerely,

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