

Trade Credit Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Recipient's Name]

[Recipient's Position]

[Recipient's Business Name]

[Recipient's Business Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for trade credit with [Recipient's Business Name]. As a small business, we are looking to establish a relationship that will benefit both parties.

Our business, [Your Business Name], has been operating since [Year], primarily focusing on [Brief Description of Your Business]. We are seeking a credit limit of [Amount] to facilitate our purchasing needs and to maintain our operational efficiency.

We believe that establishing trade credit will support our growth and strengthen our partnership. We anticipate that this will help us to manage our cash flow more effectively and enable us to take advantage of additional opportunities in the market.

Attached, you will find our financial statements and any additional documentation you may require for your review.

Thank you for considering our application. We look forward to your positive response and to a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]