

# Credit Facilities Application

Date: [Insert Date]

To,  
[Supplier's Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally apply for credit facilities with your esteemed company. As our business continues to grow, we seek to establish a long-term partnership that will enhance our procurement processes and streamline our operations.

Our company, [Your Company Name], is engaged in [brief description of your business]. We believe that establishing a credit relationship with your organization will greatly benefit both parties.

We kindly request a credit limit of [amount] with terms of [specify terms, e.g., net 30 days, net 60 days]. We assure you that we will adhere to the agreed-upon payment terms and maintain clear communication regarding our orders and payments.

Please find attached our financial statements and business references for your review. We are happy to provide any additional information you may require to process our application.

Thank you for considering our request. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]