

Supplier Credit Application Inquiry

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about our recent application for a credit account with your company, submitted on [Insert Submission Date]. We wish to gain insight into the status of our application and if there is any additional information you may require from our side to facilitate the process.

We are eager to establish a credit relationship with [Supplier's Company Name] and are looking forward to your prompt response. Please let us know if we can expedite any part of the application process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]