

Supplier Credit Application Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address Line 1]

[Supplier's Address Line 2]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally request the establishment of credit with your company. We believe that a credit relationship would be mutually beneficial, allowing us to streamline our purchasing process and manage our cash flow more effectively.

Our company, [Your Company Name], has been in business since [Year]. We specialize in [Brief Description of Your Business]. Our tax identification number is [Your Tax ID Number], and our address is [Your Company Address].

We would like to request a credit limit of [Requested Credit Limit] with terms of [Requested Payment Terms]. Attached are our financial statements, trade references, and any additional documentation that you require for this application.

We appreciate your consideration of our request and look forward to the opportunity to work with you. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]