

# Credit Facility Inquiry

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are in the process of assessing our current procurement needs and considering options for enhancing our supply capabilities. As a valued contractor and supplier, we would like to inquire about the possibility of establishing a credit facility with your organization.

We are particularly interested in understanding the terms and conditions associated with such a facility, including:

- The credit limit available
- Repayment terms
- Interest rates applicable
- Any documentation or information required

We believe that a credit facility could greatly enhance our operational efficiency and foster a stronger partnership between our companies.

We would appreciate your prompt response to this inquiry. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]