[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CREDIT INFORMATION**

Dear [CONTACT NAME],

Enclosed is our company's credit information.

We trust that this data will clarify any concerns you may have about our creditworthiness, and that it will lead to the inception of a credit account for [COMPANY].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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