[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CREDIT INFORMATION REQUEST**

Dear [CONTACT NAME],

We have received your recent order for immediate shipment at our regular [NUMBER] day terms. Thank you for this.

Please could you send us the your companies credit information in order for us to extend your line of credit in the future.

Thank you again for your order. We are looking forward to a long and mutually beneficial business relationship.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]