

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

[Your own company] would like to establish a credit account with [Company], and I am writing to find out what information you need from us to do so.

We intend to [describe what you intend to purchase, roughly in what quantities, and how often]. We would like to know whether we qualify for credit with you, and what your credit policies and terms are.

Please send me the appropriate forms. If you have any questions you would like to ask me directly, please call me at [your phone number].

I look forward to doing business with you.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]