

[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]

Re: Credit application for [your own company].

[Salutation]

I have enclosed the credit information you requested, and the completed forms you sent to me. They should provide sufficient information for [your own company] to establish a credit account with [Company].

If you have any more questions, please phone me at [your phone number]. I look forward to doing business with you.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]