

Date

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RE: Credit Inquiry Accounts Receivable

If you could please take a few minutes from your already busy schedule, in order that we might process a credit application that we have received on the enclosed inquiry form.

We would appreciate you providing us with the information requested. Please know we will treat your response with confidentiality. We will be pleased to share any information we have that will assist in your credit decisions.

Thanking you in advance for your assistance and cooperation.

Sincerely,

Your Name
Credit Manager