

<<today>

<company.organization>

<company.address1.>

<company.city>,<company.state> <company.zip>

Attn:

<salutation>

We have received your request for credit. In order for us to complete the evaluation of your company, we would appreciate it if you would provide us with a current profit and loss statement for your business.

We have provided one for this purpose. Please complete this form and return at your earliest convenience. We shall hold any further processing of your credit application until receipt of this document.

Sincerely,

<name>