

<today>

<company.organization>

<company.address1.>

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

Attn:

<salutation>

We have received a request to extend credit to < **name**>. They have listed you as a reference as to their credit. We would appreciate it if you would provide us with a current statement of their account with you and their payment record. This information will be kept strictly confidential and used by us only to evaluate the appropriateness of our extending credit to them.

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 their application until receipt of this document.

Sincerely,

<name>

<title>