

[DATE]

[ADDRESSEE]  
[COMPANY]  
[ADDRESS]  
[CITY], [STATE], [ZIP]

Dear [NAME]:

This letter is requesting that I be allowed to open a credit account with your organization.

I have been buying [PRODUCTS] from your company for XX [DAYS, MONTHS, WEEKS, YEARS] on a C.O.D. basis. Now I would like the convenience of charging these purchases with payment made within XX days from receipt of the invoice.

I have my account with [BANK]. My bank officer's name is [NAME].. In addition, I am listing X trade references.

[REFERENCE #1]

[REFERENCE #2]

[REFERENCE #3]

I am confident that the references given will prove satisfactory and I look forward to your prompt favorable reply.

Sincerely,

[YOUR NAME]