

[DATE]

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

Dear [NAME]:

After an extensive market survey, we have determined that your company's [PRODUCT] products best meet the specifications required by our company. But before we begin placing orders -- which we anticipate will occur on a quarterly basis -- I am writing to inquire about your terms for granting commercial credit.

Since there is probably specific information that you require before establishing a credit account, perhaps it makes the most sense at this juncture for you to send me the necessary forms that we should fill out.

I look forward to hearing from you, and to establishing a credit relationship with your company.

Sincerely,

YOUR NAME  
YOUR TITLE