

[DATE]

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

Dear [NAME]:

We have been purchasing merchandise from you for XX [WEEKS, MONTHS, YEARS] C.O. D. Now we would like the convenience of a charge account.

Please let us know what information and references are necessary as well as your credit terms.

Sincerely,

YOUR NAME  
YOUR TITLE