

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

We have been purchasing merchandise from you for (period of time) 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,

Name

Title