

Credit Letter Format - Template

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

As per our discussion on [date], we are pleased to extend a credit line of [credit amount] to your company. We believe that this credit facility will enable us to strengthen our business relationship and help your company to meet its financial obligations.

Please find enclosed a credit application form that you will need to complete and sign to initiate the credit facility. Upon receipt of your completed application, we will review it and process it in a timely manner.

Please note that our credit approval process is rigorous and requires that all applications be reviewed carefully before a decision can be made. Once we have completed our review, we will notify you of our decision.

If you have any questions or concerns regarding the credit application process, please do not hesitate to contact us at [phone number] or [email address].

We look forward to a successful business relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]