

Company Logo and info Here

Credit Check

DATE

To whom it may concern,

The XX STORE IN (STATE) has asked we contact you to check their payment history as they have requested Net 30 terms with our company.

Kindly respond as soon as possible

Credit Limit _____

Terms: COD _____ Credit card _____ Net 30 _____

Pay schedule: On time _____ 5-10 days late _____ over 10 days late _____

Thank you in advance,

YOUR NAME HERE

TITLE