**LETTER REQUESTING COMMERCIAL CREDIT**

[date]

Mr. Renatto Kim

Kim Metal Products, Inc.

P.O. Box 3456 Tuscany, WV 26039

Dear Mr. Kim:

After an extensive market survey, we have determined that your company’s rolled steel products best meet manufacturing specifications required by our automobile factory. 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 for you to send me the forms we should fill out.

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

Sincerely,

Lee I. Larroquette Purchasing Manager

LIL:wl