

[Enter Date]

To:

Re: Financial Statements

To reduce credit risk, ABC Oil performs ongoing evaluations of customers to whom we extend credit. We consider factors surrounding the credit risk of specific customers, historical trends and other information. Our company does not normally require collateral but frequently obtains personal and/or corporate guarantees when needed. We are requesting a copy of your most current year-end financial statement and/or annual report.

Please be assured that any financial information submitted will be held in strict confidence and used solely for the purpose of supporting a line of credit.

Please forward to: Jane Smith, Credit Manager
ABC Oil
PO Box 2009
Dallas, TX 75080

Or fax to: Attn: Jane Smith
(123) 456-7890

Or email to: jane@abcoilco.com

We would like to take this opportunity to thank you for your past business and express that we are looking forward to a continued mutually satisfactory relationship.

Respectfully,

Jane Smith
Credit Manager