Date:

Sender's name  
Address of the sender  
Contact details of the sender

Recipient's name:  
Address of recipient  
Recipient's contact details

**Subject: request for a credit account**

We have been getting the services of your company for our transportation company for more than 10 years. We have always been so happy with the quality of the work your company always provides to us. Considering this, we would like to purchase your all services in the future also. Our workers have approved your company and they trust in the work you do. We would be getting the car services for our transportation company worth 1000 USD every month. However, we would like to buy your services on credit. For this purpose, we would like to request you to open a credit account with your business. We have read the terms and conditions of opening a credit account with your business thoroughly and we have agreed with all of them.

In case you have any reservations, you can see our credit history attached. You can call the bank and know the authenticity of the enclosed document. Furthermore, we will be very happy to write a formal application for a credit account with your business. We are looking forward to hearing from you very soon.

Regards,

[Your Name]  
[Position]