Date:

Name of the customer

Subject: New credit application letter

Dear value customer,

We are so pleased to know that you are interested in our company, and it has always been our topmost priority to serve our customers with the best services.

It is our humble request to our respected customers to submit a credit application. After receiving this application, we will be in a better position to offer our products at the best-discounted prices. We are cognizant of the fact that the information we require from you is a bit sensitive and you may not be comfortable sharing it. However, we collect this information from all our customers. In addition to it, we always take care of this information. It is our top priority to save you from having to pay a higher price just because of the bad credit of other people.

We have enclosed an application form in this letter that you are requested to fill out at your earliest convenience. This way, we will be able to process the information in a better way.

We are looking forward to a humble response from your side.

Regards,

Yours sincerely,

Mention the name of the sender

Signatures

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