

Date

Customer Name
Address
City, State, Zip

Dear XXXXXXXX:

Thank you for your recent order which gives us the opportunity to earn your trust, confidence and meet your continued requirements for (your company products).

To assist our customers in obtaining the credit they earn, we provide credit information (trade references), when requested, to other suppliers. We want to assure you that we handle the information contained in your credit file with the highest level of integrity, however we assume no liability for information provided by purchased credit information sources.

If for any reason you do not wish for (creditor company name) to participate in sharing our credit information with other suppliers, please send us a signed statement on your letterhead indicating your wish not to have us reveal our credit experience with your business. Your notification may be forwarded to my attention at: (address).

So that there is no misunderstanding, our terms for your order are (xxxxxxxxx). If this is not what you understand you agreed to when you were contacted by our sales representative Mr. / Mrs. Xxxxxx, please contact me at once to resolve this important matter. Furthermore, please send us any packaging, routing, shipping and delivery information that you require, so that we may conform to your operation or make satisfactory alternatives.

We consider it a privilege that you have given us the opportunity to earn your continued business. Your contact for any matters pertaining to your credit file is xxxxxxxxxxxx and they can be reached at xxx-xxx-xxxx. Order inquiries can be handled by xxxxxxxxxxxxxxxx at xxx-xxx-xxxx. Our courteous and professional staff is dedicated to exceeding your expectations and participating in your success.

Sincerely,