

Letter Requesting Personal Credit

This package contains:

1. Instructions & Checklist for Writing a Letter Requesting Personal Credit
2. Letter Requesting Personal Credit

Instructions & Checklist for Letter Requesting Personal Credit

- This package contains: (1) Instructions & Checklist for Letter Requesting Personal Credit; and (2) Letter Requesting Personal Credit.

- This form is designed to assist you in drafting a letter to a financial institution requesting a personal line of credit.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 7, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am interested in opening a personal line of credit with [Name of Recipient Company] in the amount of [\$_____].

The following are the pertinent details of my personal information:

NAME:
ADDRESS:
DATE OF BIRTH:
SOCIAL SECURITY NO.:

I herewith grant you permission to access my credit report.

Please let me know if you need any additional information from me in order to evaluate this application. My contact information is at the top of this sheet.

Thank you for your assistance.

Cordially,

[Your Name]