

## **Letter to Inquire about Business Credit Card**

**This package contains:**

1. Instructions & Checklist for Writing a Letter to Inquire about a Business Credit Card
2. Letter to Inquire about a Business Credit Card

## Instructions & Checklist for a Letter to Inquire about a Business Credit Card

- This package contains: (1) Instructions & Checklist for a Letter to Inquire about a Business Credit Card; and (2) Letter to Inquire about a Business Credit Card.
  
- This form is designed to assist you in drafting a letter to a credit card company inquiring about the features offered by their business card.
  
- 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](http://findlegalforms.com).

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

September 9, 2009

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

Dear [Name of Recipient]:

We are interested in establishing a corporate credit card account, with individual cards for approximately [How many] employees.

We have read your [brochure,/online information] about your [Name of Card], and would like a more detailed explanation about several of the features of this card that we felt were not adequately covered there:

Please provide detailed answers to the following questions, which reflect our major concern: keeping track of our employees' charging activity.

- 1) If each employee has a card, can we determine a different credit limit for each one?
- 2) How can we track an employee's spending – that is, without having to wait for the monthly statement?
- 3) Can we arrange to have an alert sent to us if an employee charges an unusually large amount, even though the amount is within his credit limit?
- 4) Will there be annual summaries prepared for each employee as well as individual itemized monthly statements?

In addition to the answers to these questions, please send an application and full details on the interest rate and fees for this card.

We look forward to hearing from you.

Sincerely,

[Your Name]

Enclosures