

Letter to Supplier or Vendor Establishing Credit Terms

This package contains:

1. Instructions & Checklist for Writing a Letter to a Supplier or Vendor Establishing Credit Terms
2. Letter to a Vendor or Supplier Establishing Credit Terms

Instructions & Checklist for a Letter to a Supplier or Vendor Establishing Credit Terms

- This package contains: (1) Instructions & Checklist for a Letter to a Supplier or Vendor Establishing Credit Terms; and (2) Letter to a Supplier or Vendor Establishing Credit Terms.

- This form is designed to assist you in drafting a letter to a supplier or vendor confirming the credit arrangements you have discussed, and have verbally agreed on.

- 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 9, 2009

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

Dear [Name of Recipient]:

Pursuant to our recent discussion about your company's credit and billing policies, we believe it would be helpful to confirm in writing the credit terms that we have agreed to, as follows:

[Here briefly outline the credit terms agreed upon, i.e., *1. Payment due 30 days.....etc*].

Please let me know if you would like to suggest any additions or corrections that should be made, or perhaps omissions you find in the above.

We are looking forward to a mutually beneficial working relationship with [Recipient Company Name].

Cordially,

[Your Name]