

## Credit References Letter

**HMS, Inc.**

**1111 East Street - Hometown, USA**

**(111) 555-1111**

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[ Date]

[ AddresseeXX  
XXXXXXXXXXXX  
Theirtown, USA]

To: [ customer]

Thank you for your recent order # \_\_\_\_\_, received \_\_\_\_\_,  
20\_\_\_. As this is your first order with us, we are enclosing  
an application for credit. Please complete this form and  
return it to us by mail or to the FAX number listed above. We  
will promptly review the application to avoid delaying your  
shipment. This information will be kept strictly confidential  
for our internal use only.

We thank you for your order, and look forward to a positive  
working relationship.

Sincerely,

H.M. Smith

encl.: credit application