Dear **[CLIENT NAME]**,

We appreciate your recent order and would like to take this opportunity to serve you as our new customer. To provide you with the best possible service, we have created a customary credit file under your name.

Enclosed is a simple statement form and an envelope with a return address for your convenience. Please complete the necessary information and send it back to us. An immediate reply will enable us to complete the file and process your shipment as soon as possible.

Thank you for purchasing from our company. We assure you that any information provided will be kept confidential and used only for this purpose. For any inquiries or concerns, feel free to contact us.

Regards,

**[YOUR NAME]**

**[YOUR COMPANY]**

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