

[Your Company Name]
[Your Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Supplier/Vendor Name]
[Contact Person Name]
[Supplier Address]
[City, State, Zip Code]

Subject: Request to Open an Active Trade Account

Dear [Contact Person Name or Account Manager],

I am writing to formally request the opening of an active trade account with [Supplier/Vendor Name] on behalf of [Your Company Name]. We have been impressed with your product line and believe that a professional partnership would be mutually beneficial.

We are interested in establishing credit terms to streamline our purchasing process. Our company has been in operation for [Number] years, and we maintain a strong track record of timely payments with our current trade partners.

Please find our company details below for your records:

- Legal Business Name: [Your Company Name]
- Business Registration/Tax ID: [Tax ID Number]
- Estimated Monthly Order Volume: [Dollar Amount]
- Accounts Payable Contact: [Name and Email]

Please let us know the necessary steps to complete the credit application process. If you require a list of trade references or a formal credit profile, we are prepared to provide them immediately.

We look forward to a long and successful business relationship.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]