With reference to your request to open a credit account, please find enclosed our Terms & Conditions of Sale and Application for Credit Account form
Please complete the tear off strip below and return it to me to confirm your acceptance of our terms and send back Credit form duly completed.
Yours Faithfully
Paul Messenger Company Secretary
We accept your payment terms at 30 days from date of invoice & Conditions of Sale.
Company Name
Signed
Position in company
Print Name
Date

Dear Sirs