

Sample Credit Application Letter

Section 1: Business Profile

1. Legal Entity Name: _____
2. Registered Business Address: _____
3. Contact Details: Phone: _____ Email: _____
4. Business Entity Type (e.g., LLC, S-Corp, Partnership): _____
5. Industry Classification (NAICS Code): _____
6. Years of Operation: _____
7. Number of Employees: _____

Section 2: Applicant/Owner Information

8. Full Legal Name of Primary Applicant: _____
9. Social Security Number (SSN) or Employer Identification Number (EIN): _
10. Date of Birth: _____
11. Residential Address: _____
12. Ownership Percentage (if applicable): _____

Section 3: Financial Statements

13. Annual Gross Revenue (Last Fiscal Year): _____
14. Monthly Operating Expenses: _____
15. Bank Name and Branch: _____
16. Bank Account Number: _____
17. Outstanding Liabilities/Debts: _____
18. Assets (e.g., Inventory, Equipment, Real Estate): _____

Section 4: Credit Application Details

19. Requested Credit Amount: _____
20. Purpose of Credit (e.g., Expansion, Working Capital, Equipment Purchase): _
21. Preferred Repayment Schedule: _____
22. Collateral Offered (if applicable): _____

Section 5: Legal Authorization and Compliance

I, the undersigned, hereby certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I authorize the lender to conduct a comprehensive credit investigation, including but not limited to credit reports, financial statements, and background checks. I understand that any misrepresentation may result in the denial of this application or legal action.

Applicant Signature: _____ Date: _____

Printed Name: _____ Title: _____