

Our cash basis, but
now we would



**ASSIGN
BUSTER**

Our business dealings with you have been almost a year old now. So far we have been buying goods from you on cash basis, but now we would like to place this order on charge account with bimonthly settlement. Our Order No.

_____ for gift items with their rates is enclosed. You may check our credit status and rating with our bankers _____(Name), _____ (Bank Name and Address). You may also check our financial soundness with _____ (Name), the General Manager, _____, _____ (Company Name and Address). We may give you a couple of more very good trade references if you so like. We look forward to your early and favourable response. Yours faithfully,(Your Name)Manager

Supplier's favorable Reply

Dear (Name) We are pleased to inform you that your request for supply of goods on credit has been accepted.

Now your transactions have been transferred from payment on invoice to charge account. We are fully satisfied with your trade and bank references. Your Order No. _____ of _____ (Date) for gift items is ready for despatch and will be delivered by the end of this week.

We look forward to our long, lasting and cordial business relations with you based on quarterly settlement period. Yours faithfully,(Your Name)Manager