(On company letter head)

Date :

To

The General Manager

Oceandusk

Dubai – UAE

**Re: Request to open credit account**

Dear Sir,

We are hereby submitting a signed credit application form and agency agreement for your perusal and request you to approve credit for our company for the amount GBP xxxx (GBP amount in words).

We understand that we shall make fortnightly payments for your invoices and we guarantee payments will be done by our company as per your terms and conditions.

We agree that all advance purchase rates/non-refundable reservations must be prepaid at the time of the booking and credit facilities will not apply for it.

Thanking you for your cooperation.

Best regards,

Name:

Designation:

Company Stamp