



**LETTER REQUESTING AUTHORIZATION TO RELEASE CREDIT INFORMATION**

[Date]

[Company]  
[Address]  
[City, State Zip]

***RE: Letter Requesting Authorization to Release Credit Information***

Dear [Mr., Mrs., Ms., Dr. Last Name]:

Thank you for your recent interest in establishing credit with our company.

Please sign the authorization below to release credit information and complete the enclosed form. Then submit it to us with your most recent financial statement.

We will contact your credit and bank references and then contact you regarding credit with our company.

Sincerely,

[Credit Manager]

I, \_\_\_\_\_, recently applied for credit with \_\_\_\_\_ . I have been requested to provide information concerning my companies credit history. Therefore, I authorize the investigation of our credit information.

Your release of our credit information is authorized whether such information is of record or not. I release you and all persons, agencies, agents, employees, firms, companies, or parties affiliated with you from any damages resulting from providing such information.

This authorization is valid for thirty (30) days from the date of my signature below. Please keep a copy of my release request for your files.

Thank you in advance for your cooperation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (day): \_\_\_\_\_

Telephone (evening): \_\_\_\_\_