

Your Company Logo
Your Company Name

Customer Name

Address 1
Address 2
City, State Zip
Phone
Fax

To Whom It May Concern:

I/we hereby authorize you to release to **Your Company Name** the following bank information:

Banking and savings account records:
Average account balance
Account maintained since
Is account satisfactory?

This information is for confidential use in compiling an open credit account.

A photographic copy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original.

Your prompt reply will help expedite our credit application.

Company Name Account Number

Bank Name Account Number

Signature Title

Date

Please fax back to XXX-XXX-XXXX, to the attention of Accounts Receivable.