

ABC COMPANY  
1 INDUSTRIAL LANE  
ANYTOWN, OH 12345

April 29, 2010

IntelliCorp Records, Inc.  
Attn: Compliance Manager  
3000 Auburn Drive, Suite 410  
Beachwood, Ohio 44122

Re: Credentialing

To Whom It May Concern:

It is the intent of [insert company name] to obtain credit reports for [select tenant OR pre-employment OR Franchisee] screening. The anticipated monthly volume of requests will be approximately: [insert anticipated monthly volume]. We anticipate [select the following that apply: local, regional, national] access. For further information please feel free to contact me at the address listed below or at [insert phone number].

Sincerely,

John Smith  
President  
ABC Company  
1 Industrial Lane  
Anytown, OH 12345