

ABC Company
1 Industrial Lane
Anytown, OH 12345

January 1, 2015
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 nature of my business is [insert nature of business]. 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

ABC Company 1 Industrial Lane Anytown, OH 12345 (555) 555-5555 www.abccompany.com