Hi <first name>,

Thank you for placing your first order with us.

There is some additional credit information we need from you. Once we have all the required information, we can set up your credit account and expedite your order with the least possible delay.

**// If you have an online portal //**

Please complete the form at our portal

**// If you do not have a portal //**

Please fill and send out the word document attached at the earliest.

Thanks,

<Sender’s Name>

<Sender’s Position>

<link to portal>