

	RESOURCE LIBRARY - BANQUETING Credit Application Correspondence	<i>Code:</i> 03.10.011
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<<APPLICANT NAME>>
 <<TITLE>>
 <<COMPANY NAME>>

April 16, 2020

Dear _____,

Thank you for your interest in the services of the Hotel. Regarding your request for a 30 day credit, please find herewith attached a credit application form which we kindly ask you to submit at least one week prior to the application date.

As a norm the hotel maintains the following regulations of which we would kindly ask you to take note:

Deposit - A minimum deposit of US\$ 1,000 or 20% (whichever is greater) of the estimated food and beverage costs. The deposit is required at the time of confirming the booking.

Payment - all function accounts are to be paid for in full prior to the event unless alternative arrangements have been made with the Hotel by way of a credit facility. All approved credit arrangements require full payment within thirty (30) days of the function.

We trust you find this arrangement satisfactory.

With kind regards.

Yours sincerely,

<<Your Name>>
 Credit Manager

w/attachments