

ABC COMPANY
1 INDUSTRIAL LANE
ANYTOWN, OH 12345

June 30, 2008

Jennifer Sebeck
IntelliCorp Records, Inc.
3000 Auburn Drive
Suite 410
Beachwood, Ohio 44122

Re: Credentialing

Dear Jennifer:

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