

# Business Credit Evaluation Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a business credit evaluation for [Your Company Name]. We are currently exploring potential opportunities for expansion and financing, and understanding our creditworthiness is essential for our planning process.

We would appreciate it if you could conduct a comprehensive review of our credit profile, including any pertinent financial history and current obligations. Your feedback will be invaluable for our decision-making.

Please let me know if you require any additional information to facilitate this evaluation. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]