

Supplier Trade Credit Insurance Evaluation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are reaching out to evaluate our current trade credit insurance agreement for your company. As part of our ongoing efforts to mitigate risks related to credit sales, it's essential for us to assess your financial stability and creditworthiness.

In order to proceed with the evaluation, we kindly request the following documentation:

- Current financial statements (last 3 years)
- Credit rating if available
- Any outstanding invoices or delinquencies
- Business plan for the next fiscal year

We appreciate your cooperation during this process and assure you that all information will be kept confidential and used solely for evaluation purposes. Please submit the requested documents by [Insert Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]