

Trade Credit Insurance Review

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. As part of our ongoing commitment to managing risk and ensuring a stable business relationship, we are conducting a review of our trade credit insurance policy that covers our transactions with your esteemed company.

We kindly request your assistance in providing us with the following information:

- Recent financial statements
- Payment history for the last [insert duration] months
- Any changes in credit terms or conditions

Please submit the requested information by [insert due date] to ensure uninterrupted coverage and timely processing of any future transactions.

Thank you for your prompt attention to this matter. We appreciate your cooperation and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]