

Vendor Reference Request for Credit Evaluation

Date: **[Insert Date]**

To: **[Vendor's Name]**

Company: **[Vendor's Company Name]**

Address: **[Vendor's Company Address]**

City, State, Zip: **[Vendor's City, State, Zip]**

Dear **[Vendor's Contact Name]**,

I hope this message finds you well. We are currently in the process of evaluating our credit options and would like to request a reference regarding our history of transactions with your company.

Specifically, we would appreciate it if you could provide insights on the following:

- Payment terms and timeliness
- Credit limits
- Overall customer relationship

Please feel free to respond via email or call me at **[Your Phone Number]**. Your assistance in this matter would greatly help us in making informed credit decisions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]