

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Business Credit Reference for Account Setup

Dear [Recipient's Name],

We are pleased to provide a credit reference for [Client's Company Name]. We have had the pleasure of doing business with them since [Start Date] and can confirm that they have maintained a good credit history with us.

[Client's Company Name] has consistently paid their invoices within the agreed terms and demonstrates strong financial responsibility. We believe they will be a reliable customer for your business as well.

If you require further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]