

Business Credit Reference Response

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Thank you for your request for a credit reference regarding [Subject Company Name]. We appreciate your interest in understanding our creditworthiness.

We confirm that [Subject Company Name] has been a valued customer of ours since [Start Date]. Throughout our business relationship, they have consistently demonstrated financial responsibility and have met their obligations in a timely manner.

Specifically, [Subject Company Name] has maintained an account with us with an average credit line of [amount] and a payment history that reflects [describe payment behavior, e.g., "prompt payments within terms," "occasional late payments," etc.].

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

Thank you for considering this reference.

Sincerely,
[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]