

Business Credit Reference Letter

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

This letter serves as a credit reference for our business relationship with [Customer's Company Name]. We have been doing business with them since [Start Date] and have found them to be a reliable and trustworthy client.

[Customer's Company Name] has consistently met their financial obligations, maintaining a credit limit of [Credit Limit] with us. Their payment history has been [Describe Payment History, e.g., prompt, within terms, historically late, etc.], reflecting a commitment to their financial responsibilities.

We encourage you to proceed with your vendor approval process for [Customer's Company Name]. Should you have any further questions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]