

Request for Supplier Credit Assessment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier Name]
[Supplier Position]
[Supplier Company]
[Supplier Company Address]
[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to request a credit assessment for [Supplier Company Name] in order to establish a credit limit for future purchases. As we aim to build a mutually beneficial relationship, a credit assessment will help us align our financial transactions efficiently.

We kindly ask you to provide us with the necessary documentation that will assist us in evaluating your creditworthiness. Specifically, we would appreciate the following:

- Financial statements for the past two years
- Business credit reports
- References from other customers

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further clarification.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]