

# Supplier Credit Reference Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As we seek to establish and develop a mutually beneficial business relationship with your esteemed company, we kindly request your assistance in providing a credit reference.

This information will help us to understand your esteemed organization better and align our business processes effectively. We are committed to fostering a reliable partnership, and this reference will assist us in ensuring that our transactions are smooth and beneficial for both parties.

We would appreciate your prompt response to this request. If you have any questions or require further information, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. We look forward to your positive response and hope to build a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]