

# Supplier Credit Reference Request for Credit Limit Increase

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name or Title],

We hope this message finds you well. We are writing to formally request a credit reference from you as part of our application for a credit limit increase with our financial institution.

As you know, [Your Company Name] has been a valued client of yours for [duration of relationship]. We have consistently met our payment obligations and have built a strong working relationship with your team.

In light of our growing business needs and recent expansion, we are seeking to increase our credit limit. This adjustment will enable us to better manage our purchasing and ensure timely payment for our orders.

We would greatly appreciate it if you could provide a credit reference regarding our payment history and account status with your company. Your prompt assistance in this matter will be beneficial to our application, and we assure you that this request will be treated with the utmost confidentiality.

Thank you for your continued support and partnership. If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]