

Supplier Credit Reference Request

Date: [Insert Date]

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

[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our due diligence process, we are requesting a credit reference from your company to assist us in verifying the creditworthiness of [Prospective Client's Name].

Your insight into their payment history and financial reliability would be invaluable to us. We would appreciate it if you could provide us with information regarding:

- Payment terms
- Payment history
- Any outstanding debts
- Overall experience as a client

Please feel free to reach out to us should you need any further details. Thank you for your assistance in this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]