

Credit Reference Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. We are reaching out to request a credit reference as part of our process to evaluate extended payment terms for our ongoing collaboration.

As our business continues to grow, we wish to explore the possibility of extending our payment terms to better align our cash flow with our operational needs. We believe this adjustment will facilitate a stronger partnership between our companies.

Could you kindly provide us with a credit reference including information on our payment history, credit terms, and any relevant details that support our request? This would greatly assist us in our discussions with our finance department.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]