

Supplier Credit Reference Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our due diligence process in assessing the financial stability of our suppliers, we kindly request your cooperation in providing us with a credit reference.

Specifically, we would appreciate it if you could provide the following information:

- Your overall assessment of our financial stability.
- Payment terms and any historical payment performance information.
- Any additional insights regarding our business relationship.

Your response will be invaluable in helping us maintain a strong partnership and ensure a smooth collaboration in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]