

Supplier Credit Reference Request

Date: [Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are in the process of evaluating [New Vendor's Name] as a potential supplier for our company. As part of our due diligence, we would like to request your assistance in providing a credit reference for [New Vendor's Name].

Specifically, we would appreciate any information regarding their payment history, creditworthiness, and reliability in fulfilling orders based on your previous experiences with them.

We understand the sensitive nature of this information and assure you that it will be treated with the utmost confidentiality.

Thank you for your attention to this matter. Your timely response will greatly assist us in our evaluation process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]