

Supplier Credit Reference Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are in the process of evaluating potential partnerships and are considering establishing a business relationship with your company. As part of our due diligence, we would appreciate if you could provide us with credit references to better understand your payment history and business practices.

We are looking for references from businesses similar to ours, including information on payment terms, credit limits, and overall satisfaction. Your prompt response will help us make an informed decision regarding our potential partnership.

Thank you for your cooperation. Please feel free to contact me directly if you require any more details or have questions regarding this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]