

Supplier Credit Reference Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are in the process of evaluating our procurement options and would like to request a credit reference for your company. This information will greatly assist us in determining our purchasing decision.

Please provide us with the following information:

- Credit terms
- Payment history
- References from other clients

Your prompt response is appreciated, as it will help us in making timely decisions regarding our procurement process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]