

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing Supplier Risk Management process, we are reaching out to request a credit reference for your company.

Understanding your creditworthiness is crucial for us to maintain a mutually beneficial business relationship. We would greatly appreciate it if you could provide us with the following information:

- Credit limit with [Your Company Name]
- Payment history for the past 12 months
- Any outstanding balances

Your timely response will assist us in ensuring we continue to collaborate effectively. Please send the requested information to [Your Email Address] or contact me directly at [Your Phone Number] if you have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]