

Supplier Credit Reference Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are currently in the process of applying for trade credit with your esteemed company and would like to request a credit reference to support our application. We believe that establishing a strong relationship with your organization will be beneficial for both parties.

Please provide us with a credit reference regarding our company's payment history and credit terms. Below are our details for your reference:

Company Name: [Your Company Name]

Address: [Your Company Address]

Phone: [Your Company Phone Number]

Contact Person: [Your Name]

We appreciate your assistance and look forward to your prompt response. Should you require any further information, please feel free to contact us at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]