

# Supplier Credit Reference Verification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Email: [Supplier Email]

Phone: [Supplier Phone Number]

Dear [Supplier Contact Name],

We are in the process of conducting a credit reference verification for our records, and we would appreciate your assistance. Our company, [Your Company Name], is considering establishing a business relationship with [Supplier Name], and we would like to confirm their creditworthiness.

Could you please provide us with the following information:

- Credit Terms Offered
- Payment History
- Average Account Balance
- Any outstanding balances

Your timely response will be invaluable in assisting us with our evaluation. Please reply to this letter by [Insert Deadline]. If you have any questions, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]