

Supplier Trade Reference Verification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of evaluating [Supplier Company Name] as a potential supplier for our organization. To assist us in our decision-making process, we kindly request a trade reference verification.

Please confirm the following information regarding the account held with your company:

- Account Name: [Insert Account Name]
- Account Number: [Insert Account Number]
- Date Opened: [Insert Date]
- Credit Limit: [Insert Credit Limit]
- Payment History: [Insert Brief Overview]

Your prompt response will greatly aid our assessment and will be kept confidential. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any further queries.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]