

Trade Reference Verification

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

City, State, Zip: [Supplier's City, State, Zip]

Phone: [Supplier's Phone Number]

Dear [Supplier's Name],

We are currently in the process of evaluating your application for credit with [Your Company Name]. To facilitate this process, we kindly request you to provide us with a trade reference verification concerning your business relationship with [Supplier's Company Name].

Please provide details regarding the following:

- Length of business relationship
- Credit terms agreed upon
- Payment history (on-time, late, etc.)
- Total amount of credit extended

Your prompt response will assist us in expediting the application process. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]