

# Credit Risk Assessment for Supplier Evaluation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are conducting a credit risk assessment as part of our supplier evaluation process. This assessment aims to determine your creditworthiness and the associated risks for our ongoing business relationship. To proceed, we kindly request the following information:

- Financial Statements for the last three fiscal years
- Credit references from at least three financial institutions
- Details of any outstanding debts or legal issues
- Business credit reports from relevant agencies

Please submit the requested information by [Insert Deadline Date] to ensure a timely evaluation process. We appreciate your cooperation and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]