

Proposal for Trade Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Trade Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a trade reference for my business, [Your Business Name]. As we continue to expand our operations, having a strong reference will enhance our credibility with potential partners and clients.

We have had the pleasure of working together on [specific project or duration], where I believe our collaboration showcased the strengths of both our companies. Your positive feedback and experiences would greatly benefit us in establishing new relationships with potential clients.

If you would be willing to provide a trade reference, I would be more than happy to provide any necessary details or context to facilitate this process. Should you have any questions, please do not hesitate to reach out.

Thank you for considering my request. I truly appreciate your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Business Name]