[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CREDIT REFERENCE REQUEST**

Dear [CONTACT NAME],

This letter is in response to your request for credit information on [NAME].

[AMOUNT] worth of merchandise has been ordered by [COMPANY] from us. In that time, there have been [NUMBER] incidents where the bills have been [NUMBER] days past due. In fairness, the incidents occurred [TIME PERIOD] ago. In the last year, COMPANY]’s bills have been current, and we greatly appreciate their business.

In light of our experience with the company, we believe [COMPANY] to be a good credit risk.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]