

Request for Trade Credit Reference

Date: _____, 20 _____

To: _____

RE: Credit Reference for _____ ,
Account # _____ .

The above-named company has filed a credit application with our company naming your company as a credit reference. By that application, the credit applicant has authorized us to contact the stated references and receive confidential information from them regarding their credit history. Attached please find a copy of the credit application naming your company as a reference and authorizing our company to receive credit information.

We would, therefore, appreciate it if you could provide us with the following information:

1. How long has the company had an account with your company?
2. What has been the average credit line of this company?
3. Is there a history of past due payments by this company?
4. What is the current credit balance owed you by this company?
5. Has the repayment been satisfactory?
6. What are the credit terms that you have extended to this customer?
7. Has this customer been a satisfactory customer?

We would appreciate any further information that you might be able to provide that may enable us to evaluate the credit history of this applicant. All information will be held in strict confidence. Thank you very much for your assistance.

Signature

Printed Name