

Professional trade reference template

Subject: Trade Reference for [Company Name]

Dear [Recipient Name/Title],

I am writing to provide a trade reference for [Company Name], with whom we have maintained a business relationship since [Date]. As [Your Title] at [Your Company Name], I can confidently attest to their reliability and professionalism.

During our [Duration] business relationship, [Company Name] has consistently demonstrated excellent payment practices, typically settling invoices within [Payment Terms] days. Their average monthly transaction volume with us has been approximately \$[Amount], with their largest single order reaching \$[Amount].

The company has maintained impeccable credit standing with us, with zero instances of late payments or disputes. Their communication is prompt and professional, and they have always honored their contractual obligations. We consider them a valued business partner and would not hesitate to extend credit terms up to \$[Amount].

Should you require any additional information regarding this reference, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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