

Formal reference for establishing new business relationship

Subject: Trade Reference Request Response - [Company Name]

Dear Credit Manager,

This letter serves as a formal trade reference for [Company Name], who has requested to establish credit terms with your organization. We have been conducting business with this company since [Date] and can provide the following assessment.

[Company Name] operates as a [Business Type] with annual revenues of approximately \$[Amount]. They have maintained consistent ordering patterns, typically placing orders every [Frequency] with values ranging from \$[Low Amount] to \$[High Amount]. Their payment history shows 100% on-time payments over the past [Time Period].

The company demonstrates strong financial management and maintains adequate insurance coverage. Their principal, [Name], has been responsive to all communications and has shown integrity in all business dealings. We have extended credit limits up to \$[Amount] without concern.

Based on our experience, we recommend [Company Name] for credit consideration up to \$[Recommended Amount]. They represent a low-risk business relationship.

For verification of this reference, please contact me at [Phone] during business hours.

Respectfully,

[Your Name]

[Your Title]

[Company Information]

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