

Professional but cautionary reference

Subject: Trade Reference Inquiry - [Company Name]

Dear [Recipient],

I am responding to your inquiry regarding [Company Name] as a potential trade partner. While I aim to provide balanced feedback, I must share our experience with complete honesty.

Our business relationship with [Company Name] began in [Date] and concluded in [Date]. During this period, we encountered several challenges that ultimately led us to discontinue credit terms.

Payment patterns were inconsistent, with average payment delays of [Number] days beyond terms. Of [Number] invoices issued, [Number] required follow-up collection efforts. Communication regarding payment issues was often delayed or inadequate.

While the company did eventually settle all outstanding balances, the administrative burden and cash flow impact made the relationship unsustainable for our operations.

I cannot recommend extending significant credit terms without requiring additional security measures such as personal guarantees or deposits.

This assessment reflects our specific experience and circumstances may vary with other suppliers.

[Your Name]

[Your Title]

[Company Name]

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