

Credit Reference

Date:

Dear _____:

As we discussed on the phone today, please send a credit reference to: _____
and a copy to us.

For your reference:

Name on our account with you:

Our account number is

Please contact let me know if you have any questions or need any additional information.

Thank you for your prompt attention to this request.

Best regards,

Signer

Credit Reference Review List

This review list is provided to inform you about the document in question and assist you in its preparation. Keeping a collection of good credit references is always a good idea. It is especially important in business situations. The best way to initiate one of these requests is when a vendor or supplier “wants” something from you. Then ask for it.

Keep a file of credit references for use when required. Follow-up by phone, not letter. Remember you are not dunning them. You are “asking” them. As a business, you should do this in an orderly manner at least once a year. When you review the reports, you will know whom to use.