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.