

[Print on front of envelope] [insert Address]

<<Name of Contact of Referee>>  
<<Referee's Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re. <<Name of Applicant>> Application for Trade Credit

The above company has requested <<order details & amount>> payable  
<<details of credit period>> and has requested your reference purposes.

We would be grateful if you could advise us of your trading experience with the <<Name of Applicant>> and any comments in respect of their suitability for such business.

Any information received will be kept confidential for your reference.

Yours faithfully,

<<Name & Title>>  
For and on behalf of <<Company Name>>

S

A

M

P

L

E