Hi <first name>,

Please be advised that <company name>, <address>, has listed your bank as a reference on their recent credit application. This is a new account for us with no prior credit experience.

Please complete the form at our portal

We would appreciate it if you would supply the information requested below:

* Number of accounts including average balance
* Bank Guarantees
* Any returned items?
* Account satisfactory?
* Any liabilities/loans?  Please include date opened, high credit, balance, secured or unsecured, and payment history
* Payment behavior and any history of overdrafts

Do you have any open loans on your books with [Company]? If yes:

* What is the outstanding balance?
* Is the loan secured?
* What is the Collateral?
* Has the repayment of the loan been on schedule?

All information will be held in the strictest of confidence.

Thank you in advance for your cooperation in advance. Please call me at <contact details> if you have any questions.

Thanks,

<Sender’s Name>

<Sender’s Position>

<link to portal>

**// If you have an online portal //**

**// If you do not have a portal //**