<customer name>, <company>, has given your company’s name as a reference on their application for credit with our organization.

Hi <first name>,

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

Please upload the Trade Reference document at the earliest on our portal

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

Would you please answer a few questions for us about <customer name>?

* How long have you been doing business with <customer name>?
* Total sales in the past year?
* What is the date of Last Sale?
* What is the current Balance?
* What is the estimated annual sale?
* What is the Credit Limit?
* Average days past due outstanding?
* Amount currently outstanding and aging?
* Experience: Outstanding Satisfactory Unsatisfactory Thank you for your time. All responses are confidential.

Thanks,

<Sender’s Name>

<Sender’s Position>

<link to portal>