

Business Trade Reference Letter

Complete the fields with facts from your business records, then save or print the letter.

Supplier business name

Supplier business address or contact details

Reference date

Recipient business and contact

Re Trade reference for

Customer business name

Dear recipient

We provide this reference about our trading relationship with the business named above. The following statement is based on our records for the period identified below.

Trading relationship and review period

Our agreed payment terms and observed payment history during that period were as follows.

Payment terms and factual payment history

This statement describes our experience only and does not guarantee future payment. Please contact the authorized signatory for clarification.

Yours sincerely

Authorized signatory name and role

Signature