

Trade Reference Request Letter Template

[Today's Date]

To whom it may concern:

My name is [Your Name] and I am writing on behalf of [Your Business Name] in reference to trade account number [Your Vendor Account Number] with [Vendor Business Name]. Our account has been open and in good standing since [Date of Account Opening] and we have always had a pleasant time doing business with you.

Would you mind taking a few minutes to help me out with a trade reference that details our relationship history? To make it easy for you, I've included a form that you can print, fill, and fax or scan and email back to me at your convenience. If you could complete and return the form within a 72 hours, that would be excellent.

Thank you in advance and I appreciate you taking the time to lend a hand. Please let me know if you have any questions or concerns. I can be reached at [Your Phone Number or Email].

Kind Regards,

[Your Name, position, and Signature]