

[Print on reverse side] [insert Address]

<<Name of Bank Contact>>

<<Bank Name>>

<<Bank Branch>>

<<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 reference purposes.

We would be grateful if you could advise whether <<Name of Applicant>> would
be suitable and fit for such business.

Any information received will be kept confidential.

Yours faithfully,

<<Name & Title>>

For and on behalf of <<Company Name>>