

Professional credit reference letter template

Dear [Recipient Name],

I am writing this letter to provide a professional credit reference for [Applicant Name]. I have known [Applicant Name] for [number of years] in my capacity as [Your Position] at [Company Name], and during this time, I have found them to be highly responsible in meeting all financial obligations.

[Applicant Name] has maintained a consistent record of timely payments and has always demonstrated transparency and integrity in their financial dealings. I am confident that they will honor any credit arrangements extended to them.

Should you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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