Letter sent after initial request to follow up on credit information

Dear [Recipient Name],

I am following up on my previous request for credit verification of [Client/Company Name]. We have not yet received the necessary details, and timely receipt is crucial for our ongoing evaluation.

Please provide the information at your earliest convenience.

Thank you for your attention.

Sincerely,

[Your Name]

[Position]

[Company Name]

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https://www.lettersandtemplates.com/letters/credit-validation-verification-or-check-letter