Professional trade reference template

Subject: Trade Reference for [Company Name]

Dear [Recipient Name/Title],

I am writing to provide a trade reference for [Company Name], with whom we have maintained a

business relationship since [Date]. As [Your Title] at [Your Company Name], I can confidently attest

to their reliability and professionalism.

During our [Duration] business relationship, [Company Name] has consistently demonstrated

excellent payment practices, typically settling invoices within [Payment Terms] days. Their average

monthly transaction volume with us has been approximately \$[Amount], with their largest single

order reaching \$[Amount].

The company has maintained impeccable credit standing with us, with zero instances of late

payments or disputes. Their communication is prompt and professional, and they have always

honored their contractual obligations. We consider them a valued business partner and would not

hesitate to extend credit terms up to \$[Amount].

Should you require any additional information regarding this reference, please feel free to contact

me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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