

Brief and simple reference confirmation

Subject: Re: Trade Reference for [Company Name]

Hello [Name],

Quick response to your trade reference request for [Company Name]:

- Business relationship: [Duration]
- Payment history: Excellent, always on time
- Average monthly volume: \$[Amount]
- Credit limit comfortable at: \$[Amount]
- Overall rating: Highly recommended

They're reliable and professional. Happy to discuss further if needed.

Thanks,

[Your Name]

[Company]

[Phone/Email]

Get more templates here: <https://www.lettersandtemplates.com/letters/trade-reference-letter>