



[Free] Bank and Trade Reference Letter Templates for Trade Creditors

Download this ready-to-use bank and trade reference letter templates and improve your credit risk evaluation process by understanding your customer's bank and trade relationships!

Ready-To-Use Bank and Trade

Reference Letter Template

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YOUR COMPANY NAME AND LOGO

YOUR COMPANY NAME AND LOGO				
TRADE REFERENCE REQUEST Date: Reference Company Name: Reference Contact:				
Fmail "	State ,	Zip		
RE: Applicant Company Name: Applicant Contact: Address: City, Dear:	State,	, Zip		
In its application for credit with us, this company listed you as a reference. In the space provided below, please provide us with information about your credit experience with this account. For your convenience, a self-addressed, stamped envelope is enclosed. Be assured that we will hold all information in strict confidence and are willing to reciprocate at any time. We have orders pending and appreciate your prompt reply.				
Sincerely, Name Title Contact Information Return Completed Form to the Attention of : (Address, or Email, or FAX)				
Date account was opened:		rage Payment Beyond Terms:		
Present balance:	High	h credit amount:		
Present Past due balance:	Cred	dit limit:		
Present Number of days past due:	Is th	is account secured?		
Has credit ever been denied? If so, why?		here any history of disputes or unearned actions?		
Payment trend: ? Toward promptness ? Toward slowness		Overall Payment history: scount ? Prompt ? SlowDays		
Additional Comments:				
Information provided by:				

name

title

date





BANK REFERENCE LETTER TEMPLATE

FINANCIAL AUTHORIZATION – TO RELEASE CONFIDENTIAL BANK INFORMATION

То:				
Bank:				
Address:				
Regarding: (Customer Name))			
purpose of extending credit and, from time	tion to release the following information to (Your Cone to time updating their confidential credit files. I undefential between your organization and (Your Compan	erstand that this		
We have orders pending so you	ur prompt attention is appreciated.			
Company Name:	Federal ID:	<u> </u>		
Address:	City:	<u> </u>		
	State:			
Authorized Signature:	Title:			
Checking A/C #:	Savings/Deposit A/C #:			
Line of Credit A/C#:	Term Loan A/C #'s:			
To be completed by financia	al institution			
Checking Information: Bal: \$	Date Established:	Avg. Collected		
Number of NSF's/Overdrafts:	Is it a Zero balance or Sweep Account[Yes No		
Considered a problem:	Relationship: Excellent Good Satisfactory _	Unsatisfactory		
Savings: Opened:	Average Balance: \$			
Line of Credit: Established:	Amount of Line: \$			
Current Availability: \$	Renewed Annually:	Renewed Annually:		
Date of Next Review:	Secured by:			
Guaranteed: Yes No By: _				
Any Covenants / Conditions:				
	Advance Formula:			
Overall how is the account hand	lled:			

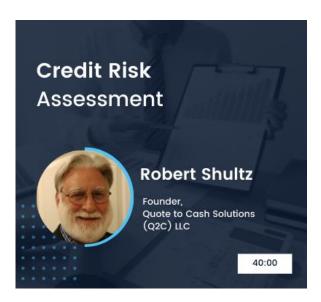




Recommendations

Watch these training videos by Robert Shultz, where he highlights all the tips and tricks to evaluate your customer's creditworthiness.

Credit Risk Assessment Training for Trade Creditors



Business Credit Report Analysis and Evaluation Tutorial



