DATE

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**Re: Request for a copy of credit rating report**

Dear [CONTACT NAME],

Recently we have applied for credit with [COMPANY], one of our most significant providers. We have listed [BANK] as a reference, and I would appreciate it if you could send us a copy of all the documents that you intend to send to [COMPANY].

Please forward the documents used in their investigation of our credit rating to:

[CONTACT NAME]

[ADDRESS]

[ADDRESS2]

[CITY, STATE/PROVINCE]

[ZIP/POSTAL CODE]

Thank you in advance for your collaboration. Please contact me if there are any concerns.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]