

SAMPLE

Supplier Letter of Reference

To (Supplier):

(Firm Name and Address)

Phone: _____ Fax: _____

Contractor Name: _____

The above company has listed you as a reference for bonding purposes, since they have a relationship with your company. In order for us to complete our underwriting, please assist us in our analysis by completing the following questionnaire & faxing back. Your responses will be held in confidence, and you assume no liability as a result of replying. We appreciate your assistance!

Length of time you have done business with the applicant: _____

Largest credit extended: \$ _____ Current outstanding balance: \$ _____

Past Due Amounts: \$ _____ Applicant's Payment History _____

Comments: _____

_____ Date: _____ Contact Name: _____

(Signature)