

# SAMPLE

## Supplier Letter of Reference

To (Supplier):

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(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)