LETTER TO REQUEST A CREDIT REFERENCE

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Re: Credit Reference Request

Dear _____,

I hope you are doing well. I am writing to ask whether you would be willing to provide a credit reference on my behalf. I am currently applying to _____ for _____, and the application requires a reference from someone familiar with my payment history. As such, I believe you would be an ideal reference for me and my application.

I was your _____ from _____ to _____, and I would greatly appreciate a reference from you regarding my payment history during this time. In particular, it would be helpful if the reference could confirm _____.

If you are willing, please send the reference via _____ to _____ by _____. Other requirements for the reference include _____.

I authorize you to disclose the information requested in this letter to me and to _____ for the purpose of evaluating my application.

If you have any questions, please do not hesitate to contact me at _____ or _____. Thank you for your time and consideration.

Sincerely,

Requester's Signature: _____
Print Name: _____
Date: _____