Trade reference letter

SAMPLE TEMPLATE — UNSIGNED — NOT ISSUED

Document ID: [generated upon approval]
Issued: [date] · Records reviewed through: [date]

To: [authorized recipient]

At the request of [verified business legal name], Red Spectrum LLC confirms the following information from its own account records. This template contains no verified customer information.

Account relationship

Customer ID: [internal reference]
Relationship established: [verified date]
Current account status: [active / on hold / closed / other verified status]
Payment terms: [verified terms]

Verified payment record

Period reviewed: [start – end]
Approved limit, if applicable: [verified amount]
Outstanding balance as of review: [verified amount]
Overdue balance: [verified amount]
Payment experience: [factual summary including relevant exceptions]
Factiiv reporting: [confirmed status and date, or not verified]

This reference describes Red Spectrum’s own business relationship. It is not a credit bureau score, guarantee of future payment or promise of financing. The recipient makes its own decision.

Credit & Account Services
Red Spectrum LLC
Authorized signer: [real name and role]
No signature applied to this sample.

Verification: [private document link / validity code]
Questions or correction requests: clientsupport@theredspectrum.com