

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Credit Assessment Check

I hope this message finds you well. I am writing to request a credit assessment check for [individual/company name] as part of our due diligence process.

Details of the subject:

- Name: [Full Name/Company Name]
- Address: [Address]
- Date of Birth/Establishment: [DOB/Date of Establishment]

We are considering a financial arrangement that requires a thorough assessment of creditworthiness. To facilitate this process, we would appreciate it if you could furnish us with the necessary credit information.

Please let us know if there are any forms or fees that need to be completed or submitted. We look forward to your prompt response so we can move forward in a timely manner.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]