

[Date]

[Contact Name]

[Title]

[Counterparty Company Name]

[Address Line 1]

[Address Line 2]

**Subject: Initial Counterparty Credit Risk Assessment - [Your Company Name]**

Dear [Contact Name],

In connection with the proposed business relationship between [Your Company Name] and [Counterparty Company Name], our Risk Management Department is conducting a formal initial credit risk assessment.

To facilitate this review, we kindly request that you provide the following documentation and information:

- Audited Financial Statements for the last three fiscal years (Balance Sheet, Income Statement, and Cash Flow Statement).
- Most recent interim (quarterly) financial reports.
- Company registration details and ownership structure (including Parent Company information, if applicable).
- A brief summary of current credit ratings from major agencies (S&P, Moody's, Fitch), if available.
- Banking references and trade credit references.
- A copy of your company's Credit Policy or Risk Management framework (optional).

Please submit these documents to [Email Address] by [Due Date]. All information provided will be treated as strictly confidential and used solely for the purpose of establishing credit limits and trading terms.

If you have any questions regarding this request, please contact [Department/Name] at [Phone Number].

We look forward to a successful partnership.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]