

Vendor Reference Assessment Request

Dear [Vendor's Name],

I hope this message finds you well. We are currently in the process of evaluating potential vendors for [specific project or service] and would appreciate your assistance.

Could you please provide a reference assessment for [Vendor Company Name]? We are particularly interested in their performance in the following areas:

- Quality of service
- Timeliness of delivery
- Communication
- Overall satisfaction

Your insights and feedback would be invaluable to us in making an informed decision.

Thank you for your time and assistance. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]