Vendor Reference Check Confirmation Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We are in the process of conducting a reference check for [Vendor's Company Name] as part of our vendor selection process. We would appreciate your confirmation regarding the following details:

- Duration of service
- Quality of service provided
- Timeliness of delivery
- Responsiveness to issues

Please reply to this email or contact us at [Your Phone Number] by [Response Deadline] to provide your confirmation. Your feedback is crucial in helping us make an informed decision.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]