

Vendor Reference Confirmation Request

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company Name]

Address: [Vendor's Address]

City, State, Zip: [Vendor's City, State, Zip]

Dear [Vendor's Name],

We are currently in the process of evaluating potential partnerships and would like to request your confirmation as a reference for our company, [Your Company Name]. Your experience with our services/products would be invaluable to our prospective clients.

We would greatly appreciate it if you could confirm your willingness to act as a reference by replying to this email or contacting us at [Your Phone Number].

Thank you for your attention and support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]