

# Vendor Reference Evaluation Request

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

I hope this message finds you well. We are currently in the process of evaluating potential vendors for [specific project/service] and would greatly appreciate your feedback on [specific vendor's name]. Your insights will be invaluable in helping us make an informed decision.

We kindly ask you to provide your evaluation by addressing the following points:

- Overall experience with the vendor
- Quality of products/services provided
- Timeliness and reliability
- Customer service and support
- Any strengths or weaknesses observed

Please send your responses to [Your Email Address] by [Due Date]. Your input will be kept confidential and will only be used for evaluation purposes.

Thank you in advance for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]