

Vendor Reference Rating Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference rating for our services as a vendor you have worked with in the past. Your feedback is invaluable to us and will help us improve our offerings and establish credibility with potential clients.

Specifically, we would appreciate your input on the following aspects:

- Quality of products/services
- Timeliness of delivery
- Customer service and support
- Overall experience working with us

Please feel free to provide any additional comments you deem necessary. Your honest assessment will be a tremendous asset in promoting our business to other potential clients.

Thank you in advance for your assistance. Please let me know if you need any further information or if it would be more convenient to discuss this over a call.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]