

Vendor Reference Review Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are currently in the process of reviewing our vendor partnerships and would like to request your assistance in providing a reference for our company, [Your Company Name]. Your insights would be invaluable in helping us assess the effectiveness and satisfaction of our collaboration.

If you could take a few moments to provide a brief review of your experience with us, we would greatly appreciate it. Specifically, we are interested in your feedback regarding:

- Quality of products/services provided
- Timeliness of delivery
- Customer service and support
- Overall satisfaction

Your feedback will not only assist us but could also help other businesses in their decision-making process. Please feel free to reply to this email or contact me directly at [Your Phone Number].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]