

Vendor Reference Validation Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are conducting a routine validation of our vendors and would like to request your assistance in confirming your relationship with us as a supplier.

Please provide us with the following information:

- Your company's name and contact information
- A brief description of the services/products provided
- The duration of our partnership
- Your point of contact for further inquiries

We appreciate your prompt attention to this matter, and your feedback will be invaluable in maintaining our records accurately.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]