

Vendor Reference Verification Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Person's Name],

We are in the process of assessing potential vendors for our upcoming projects and would like to request your assistance in verifying the references for [Vendor Company Name]. Your prompt response would greatly help us in our evaluation process.

Please provide information regarding your experiences with [Vendor Company Name], specifically in the areas of:

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

Feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further information. We appreciate your cooperation and assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]