

Vendor Reference Request for Audit Verification

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. As part of our upcoming audit process, we are conducting a verification of our vendors and their services. We greatly appreciate your partnership and would like to request your assistance in providing a reference for our audit verification.

Please provide information regarding the following:

- Length of time you've been working with us
- The services or products provided
- Your overall satisfaction with our collaboration

Your feedback is invaluable to us and will help ensure we maintain compliance and improve our service offerings. If possible, we would appreciate receiving your response by [Insert Response Due Date].

Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]