

Vendor Reference Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are currently in the process of evaluating bids for [Project/Service Description]. As part of our evaluation process, we would appreciate your assistance by providing references for your previous work.

Specifically, we would like to know about:

- Project scope and objectives
- Timeliness of project completion
- Quality of service provided
- Overall satisfaction of the client

Please provide us with the contact details of at least [number] references from past projects similar to ours.

We appreciate your prompt response to this request, as it will significantly aid us in our evaluation process. Should you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]