

Vendor Reference Request for New Partnership

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request a reference from you regarding our previous business relationship as we are looking to forge a new partnership with [New Partner's Company Name]. Your insights and feedback would be invaluable to us in this process.

We have always valued your expertise and support, and it would greatly assist us in establishing credibility with [New Partner's Company Name] if you could share your experiences working with us.

Should you agree, I would appreciate it if you could provide a brief testimonial or be available for a short call to discuss our collaboration. Please let me know at your earliest convenience.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]