

Vendor Reference Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Vendor Contact Name],

I hope this message finds you well. We are currently in the process of evaluating potential collaborators for an upcoming project and are reaching out to request a reference regarding your experience with our company.

Specifically, we would appreciate any insights you could share about:

- Your overall experience working with our team.
- The quality of our deliverables.
- Your level of satisfaction with our communication and support.

Your feedback will be invaluable in assisting us with our decision-making process and would greatly enhance our proposal.

If you agree to provide a reference, please let us know at your earliest convenience. Should you have any questions or need further information, feel free to contact me directly at [Your Email] or [Your Phone Number].

Thank you for your consideration, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]