

Vendor Reference Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Vendor's Contact Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We are currently in the process of evaluating potential vendors for our Quality Assurance needs, and we would greatly appreciate your assistance.

Please provide us with references from your existing clients that can speak to your quality assurance capabilities and services. Specifically, we are interested in understanding your:

- Quality control processes
- Response times for quality issues
- Overall customer satisfaction

Your insights will be invaluable in helping us make an informed decision. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]