

Vendor Reference Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Vendor's Contact Name],

I hope this message finds you well. We are currently in the process of evaluating service providers for [specific service], and your company has come highly recommended.

We would greatly appreciate it if you could provide us with a reference regarding your experience with [Vendor Company Name]. Specifically, we are interested in understanding their performance, reliability, and quality of service.

If possible, we would like to request the following details:

- Overview of the services provided
- Quality of service received
- Response times and communication
- Overall satisfaction

Thank you for your assistance. Your insights will be invaluable in helping us make an informed decision.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]