

Vendor Customer Reference Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our bidding process for [specific project or service], we are reaching out to request your assistance in providing a customer reference.

Your insights would greatly benefit our evaluation process, and we kindly ask you to share your experiences regarding our company, particularly focusing on the quality of service, reliability, and overall satisfaction.

If you are able to assist, please respond with a brief statement or contact information for someone who can provide a reference. We greatly appreciate your time and support.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]