

Vendor Customer Reference Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. We are currently conducting market research to assess the performance and reliability of potential vendors. As part of this process, we are reaching out to valued customers for references.

We would greatly appreciate it if you could take a moment to provide a reference for [Vendor Name]. Specifically, we are interested in your thoughts on their product quality, customer service, and overall satisfaction from your experience. Your feedback will be invaluable to our research.

If you are willing to provide a reference, please reply to this email or contact me directly at [Your Phone Number].

Thank you for considering our request. Your insights will contribute significantly to our decision-making process.

Best regards,

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