

Vendor Customer Reference Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor's Name]

[Vendor's Company]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. We are currently considering a collaboration for [Project Name/Description], and I would like to request a customer reference from you. Your insights would be invaluable in helping us assess the potential for our partnership.

Please share the details of a client you have worked with on similar projects who can speak about your services and collaboration.

Thank you for your assistance, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]