

Vendor Customer Reference Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor Name]

[Vendor Company]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to request a customer reference from [Vendor Company] as part of our quality assurance process.

We are currently reviewing our records and would like to provide potential clients with references that can speak to the quality and reliability of your services/products. Your input would be invaluable in helping us maintain the highest standards.

If possible, please provide the contact information for a customer who can share their experience working with [Vendor Company].

Thank you for your cooperation and assistance. We appreciate your ongoing support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]