

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference regarding the services provided by [Vendor's Company Name]. We are currently in the process of evaluating potential vendors for [specific service or product] and your insights would be incredibly valuable to us.

We have had the opportunity to work with [Vendor's Company Name] on [specific projects or services], and your feedback on their performance, reliability, and overall engagement would greatly assist us in our decision-making process.

If you could take a moment to share your experiences, it would be greatly appreciated. Please feel free to respond to this email or contact me directly at [Your Phone Number].

Thank you in advance for your time and assistance. Your input is important to us and will help ensure a successful partnership moving forward.

Sincerely,

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