

Transport Vendor Reference Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. We are currently in the process of evaluating transport vendors for upcoming projects, and your company comes highly recommended.

We would greatly appreciate it if you could provide us with references from other companies you have worked with. Specifically, we are interested in understanding your reliability, efficiency, and overall performance as a transport vendor.

Please send the references to us by [Insert Deadline]. Thank you for your assistance in helping us make an informed decision.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]