

Reference Check Follow-Up

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding [Subcontractor's Name] for the project we are considering. As part of our due diligence process, we value feedback from references to ensure a successful collaboration.

If you could provide any insights on your experience working with [Subcontractor's Name], it would be greatly appreciated. Specifically, we are interested in their work quality, reliability, and ability to meet deadlines.

Thank you for your assistance. Your feedback is instrumental in our decision-making process.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your Phone Number]
[Your Email Address]