

# Letter of Request for Reference

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter that would greatly assist us in our efforts to expand our product line. As a valued reseller of our products, your insights into our business relationship would be instrumental in showcasing our capabilities and reliability as a partner.

We are planning to introduce [specific product line or category] and believe that your perspective on our collaboration could help convey our strengths and commitment to excellence. We would appreciate it if you could highlight areas such as customer service, product quality, and efficiency in our transactions.

If you agree, we would be happy to provide a draft reference letter for your review to make the process easier. Please feel free to reach out if you need additional information or have any questions. Thank you for considering our request, and we are looking forward to your favorable response.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]