

# Supplier Reference Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are currently conducting a quality assurance review of our potential suppliers and would appreciate your assistance. As part of our evaluation process, we kindly ask for a reference from your company regarding your experience and quality of service.

Please provide details about:

- Product Quality
- Delivery Timeliness
- Customer Service
- Overall Satisfaction

Your feedback will play a crucial role in our decision-making process. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]