

# Supplier Reference Request for Product Evaluation

Date: \_\_\_\_\_

To: [Supplier's Name]

Company Name: [Supplier's Company Name]

Address: [Supplier's Address]

City, State, Zip: [Supplier's City, State, Zip]

Dear [Supplier's Contact Name],

I hope this message finds you well. We are currently in the process of evaluating suppliers for [product/service] and would greatly appreciate your feedback regarding your past experiences with [product/service] provided by [Supplier's Company Name].

Specifically, we would like to know about:

- The quality and reliability of the products.
- The supplier's customer service and support.
- Delivery timelines and order accuracy.
- Any other relevant insights regarding your experience.

Your reference will play a crucial role in our decision-making process and will be kept confidential. If possible, we would appreciate a response by [specific date].

Thank you for your time and assistance. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]