

Supplier Reference Update

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are currently conducting a performance review of our suppliers and would like to request an update on our supplier reference for [Supplier Company Name]. This update will assist us in making informed decisions moving forward.

Please provide us with any recent performance metrics, feedback, or relevant changes that may impact our partnership. Additionally, we would appreciate any updates regarding your capabilities and service offerings.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]