

Supplier Reference Verification

Date: [Insert Date]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are currently conducting a compliance audit as part of our quality assurance processes. As part of this audit, we require verification of your company's capability and commitment to meeting our requirements.

Please provide us with a reference of your services/products provided to our company. This may include details regarding:

- Your company's performance during our working relationship.
- Timeliness of delivery and adherence to deadlines.
- Quality of the products/services provided.
- Overall satisfaction with our partnership.

Kindly respond to this request by [insert deadline date] to assist us in completing our audit process. Your cooperation is greatly appreciated.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]