

Request for Supplier Business Reference Verification

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

We are currently in the process of evaluating your company, [Supplier's Company Name], as a potential supplier for our business needs. To ensure that we make an informed decision, we kindly request your cooperation in providing us with references from your current or previous clients.

Specifically, we would appreciate it if you could provide us with the following information:

- Client Name
- Contact Person
- Contact Information (Phone and Email)
- Nature of Supplies/Services Provided
- Duration of Business Relationship

Your prompt response to this request would be greatly appreciated and will aid us in our evaluation process.

Thank you for your attention to this matter. We look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]