

Supplier Reference Check Request

Date: [Insert Date]

To: [Supplier's Contact Name]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are currently in the process of evaluating potential suppliers for our upcoming projects and would appreciate your assistance in providing a reference check for [Supplier Company Name].

Please provide information on the following aspects:

- Overall satisfaction with the supplier's services
- Quality of products
- Timeliness of deliveries
- Customer service and support
- Value for money

Your feedback is invaluable to us and will help in making an informed decision. Please feel free to reply by [Insert Response Date].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]