

# Supplier Reference Verification Letter

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

We are conducting a reference verification for our records regarding your company, [Supplier's Company Name]. We would appreciate it if you could take a moment to answer the following questions:

1. How long have you been doing business with [Supplier's Company Name]?
2. What type of products/services does [Supplier's Company Name] provide?
3. Can you comment on the quality of the products/services provided?
4. How would you rate their customer service?
5. Have you experienced any issues with them, and if so, how were they resolved?

Your feedback is invaluable to us, and all responses will be kept confidential. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]