

# Supplier Trade Reference Assessment Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name or Title],

We are in the process of evaluating potential suppliers for our upcoming projects and would like to request a trade reference assessment regarding your services.

Specifically, we would appreciate your feedback on the following aspects:

- Quality of products/services
- Delivery timelines
- Customer service
- Overall satisfaction

Thank you for your attention to this matter. Your insights will greatly assist us in making informed decisions. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company]