

# Trade Reference Inquiry

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are currently evaluating your company as a potential supplier for our needs at [Your Company Name]. To assist us in this decision, we would appreciate your cooperation in providing trade references. This will help us gain a better understanding of your business practices and reliability.

Could you please provide us with at least three trade references, including the following information for each reference:

- Company Name
- Contact Person
- Phone Number
- Email Address
- Length of time working together

Your prompt response to this inquiry would be greatly appreciated, as it will assist us in our assessment process.

Thank you for your assistance. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]