

Verification Request for Supplier Trade References

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

City, State, Zip: [Supplier City, State, Zip]

Dear [Supplier Contact Name],

We are in the process of conducting a verification of trade references for our supplier, [Supplier Company Name]. In order to proceed with our evaluation, we kindly request your assistance in providing the necessary information regarding your business relationship with [Supplier Company Name].

Please provide the following details:

- Duration of the business relationship.
- Payment terms and history.
- Quality of goods/services provided.
- Overall business reputation and reliability.

We appreciate your prompt attention to this matter. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]