

Contractor Reference Inquiry

Date: _____

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about your experience working with [Contractor's Name or Company]. We are in the process of selecting a contractor for [specific project or scope of work] and would greatly appreciate your insights.

If you could take a moment to share your thoughts on the following:

- Quality of work
- Adherence to timelines
- Communication and professionalism
- Overall satisfaction

Your feedback will be invaluable in our decision-making process. Thank you in advance for your time and assistance. Please feel free to respond via email or phone at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]