

Contractor Business Reference Inquiry

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request a business reference for [Contractor's Name] who has applied to work with us on [specific project or service]. We are in the process of evaluating their capabilities and would appreciate any insights you could provide regarding your experience with their services.

Specifically, we would like to know about:

- The quality of their work
- Their reliability and timeliness
- Communication and professionalism

Your feedback will be instrumental in helping us make an informed decision. If possible, please reply by [specific date]. Thank you in advance for your assistance.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]