

Reference Request for Contractor Experience

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference regarding [Contractor's Name], who worked with us on [Project Name] from [Start Date] to [End Date]. We are currently evaluating their performance and would appreciate your insights on their skills and overall impact on the project.

Specifically, we would like feedback on:

- Quality of work
- Timeliness and ability to meet deadlines
- Communication and collaboration skills
- Overall professionalism

Any information you could provide would be immensely helpful and greatly appreciated. Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you have any questions or need further clarification.

Thank you in advance for your assistance.

Sincerely,

[Your Name]
[Your Position]