

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Request for Contractor Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for [Contractor's Name], who has indicated that they have worked with your company on [Project Details]. We are currently in the process of assessing potential contractors for an upcoming project, and your insights would be invaluable.

Specifically, we would appreciate your feedback on the following aspects:

- Quality of work
- Communication skills
- Ability to meet deadlines
- Overall professionalism

Please let me know a convenient time for you to discuss this, or if you prefer, you might reply via email with your thoughts. Thank you very much for your assistance; it is truly appreciated.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]