

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

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

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request a reference regarding the performance of [Contractor's Name] on the project we worked on together, [Project Name], which took place during [Project Dates].

As we are currently assessing the quality and effectiveness of contractors for future projects, your insights on [Contractor's Name]'s work would be invaluable. Specifically, we are interested in their ability to meet deadlines, the quality of workmanship, communication skills, and overall professionalism.

Please let me know if you are available for a brief conversation or if you prefer to provide your feedback via email. Your assistance would greatly aid us in making an informed decision.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]