

Contractor Reference Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference regarding the project we collaborated on, [Project Name], which took place from [Start Date] to [End Date].

As we are in the process of verifying project credentials for upcoming opportunities, your feedback would be invaluable in showcasing the quality of work and execution standards. Please provide any insights regarding our performance, adherence to deadlines, and overall satisfaction with the project results.

If you could respond at your earliest convenience, I would greatly appreciate it. Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]