

# Contractor Reference Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

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[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

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Dear [Recipient's Name],

We are in the process of conducting a reference verification for [Contractor's Name] regarding their performance on the project titled "[Project Name]." We would appreciate your feedback on their work.

Please respond to the following questions:

1. How would you rate the contractor's quality of work? (Excellent/Good/Fair/Poor)
2. Was the project completed on time and within budget?
3. How did the contractor handle communication and coordination?
4. Would you consider hiring this contractor for future projects? Why or why not?

Your input is invaluable in helping us assess the contractor's capabilities. Please respond by [insert response deadline].

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]