

Contractor Trade Reference Check

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Reference Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Reference Name],

I am writing to request your assistance with a trade reference check for [Contractor's Name], who is currently being considered for a project with [Your Company]. Your insight will be invaluable in ensuring that we are making an informed decision.

Please provide information regarding the following:

- Contractor's reliability and work quality
- Ability to meet deadlines
- Communication skills
- Compliance with safety standards

All information provided will be treated with the utmost confidentiality. We appreciate your time and assistance in this matter and kindly request a response by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]