

Contractor Trade Reference Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[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 inquire about the trade references for [Contractor's Company Name], as we are considering them for our upcoming projects.

We would appreciate it if you could provide information regarding their performance, reliability, and overall service quality. Specifically, we are interested in:

- Quality of work
- Timeliness of project delivery
- Communication skills
- Adherence to budget

Your feedback is valuable to us and will assist in our decision-making process. Please let us know if you require any additional information from our side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]