

Contractor Trade Reference Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a trade reference on behalf of [Your Company Name]. We are currently seeking to verify our contractor's qualifications and reliability for an upcoming project.

We would appreciate it if you could provide us with information regarding your experiences with [Contractor's Name] in the areas of quality of work, adherence to timelines, and overall professionalism.

Your feedback will be invaluable in helping us make an informed decision. Please feel free to respond via email or contact me directly at [Your Phone Number].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]