

Date: [Insert Date]

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

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

## **Subject: Request for Contractor Reference Verification**

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your assistance in verifying the reference for [Contractor's Name/Company], who has applied for a position with our organization.

As part of our vetting process, we conduct reference checks to ensure that our potential contractors meet the necessary qualifications and standards. We would greatly appreciate it if you could take a few moments to provide any feedback regarding your experience working with [Contractor's Name/Company].

Specifically, we are interested in understanding the following aspects:

- Work quality and reliability
- Communication and responsiveness
- Ability to meet deadlines
- Overall satisfaction with their services

Please feel free to respond to this email or contact me directly at [Your Phone Number]. Thank you very much for your time and assistance.

Sincerely,

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