

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'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 request a trade reference for [Contractor's Name], who has worked with us on the project [Project Name/Details]. As part of our due diligence process, we are seeking to verify their performance and reliability.

We would greatly appreciate your feedback regarding your experiences with [Contractor's Name]. Specifically, we are interested in insights on their work quality, timeliness, and professionalism. Your input will be invaluable in helping us make an informed decision.

Please feel free to provide this information via email or call me directly at [Your Phone Number]. Thank you in advance for your time and assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]