

# Request for Business References

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request business references from your esteemed company. As [brief reason for request, e.g., we are considering a partnership, we need to evaluate service providers, etc.], your input would be invaluable in helping us make an informed decision.

If possible, could you please provide references from clients or partners you have worked with in the past? Specifically, we are looking for feedback on [specific areas of interest, e.g., service quality, reliability, etc.].

Thank you for considering this request. I appreciate your assistance and look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Company]