

Subject: Inquiry for Business Partner References

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are currently in the process of evaluating potential business partners and would like to inquire about your experience working with [Partner's Company Name].

As part of our due diligence, we would appreciate any insights you can provide regarding their reliability, professionalism, and overall performance in the projects you've collaborated on.

If possible, we would be grateful if you could respond by [specific date], as we aim to finalize our decision soon. Your feedback will be invaluable in guiding our evaluation.

Thank you for your assistance, and I look forward to your response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]