

# Letter of Appeal for Vendor Reference

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request a reference from you regarding our business relationship. As you are aware, [Your Company Name] has greatly benefited from the products and services provided by [Vendor's Company Name].

We are currently in the process of [briefly explain the reason for the request, e.g., applying for a new project, seeking funding, etc.], and a reference from you would significantly enhance our credibility and support our application.

If you are able to provide a reference, we would be more than happy to provide any additional information you might need and to discuss specific aspects of our partnership that you believe would be most relevant.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]