

Letter of Demand for Supplier Reference

Date: [Insert Date]

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

[Supplier's Name]
[Supplier's Position]
[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request a reference as part of our ongoing supplier evaluation process. As part of our due diligence regarding [specific products/services], we would appreciate it if you could provide us with a reference that reflects the quality and reliability of your services.

We have been striving to enhance our supplier relationships and ensure we are working with reputable partners. If you could provide a reference by [specific date], it would greatly assist us in our decision-making process.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Signature]
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]