[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Additional Supplier References**

Dear [Supplier’s Name],

We appreciate your interest in partnering with [COMPANY NAME]. As part of our evaluation process, we kindly request additional references from your current or past clients to further assess your capability to meet our requirements for [*specific product/service, e.g., “IT equipment supply” or “logistics services”*].

**Details Requested**

Please provide the following details for each reference:

1. Client Name and Industry
2. **Contact Person**: Name, title, phone number, and email address.
3. **Project Description**: [*Brief summary of the goods/services provided and the scope of your engagement.*]
4. **Duration of Relationship**: Start and end dates of the business relationship.

We ask that you submit at least [*number, e.g., three*] references by [DEADLINE DATE] to allow us sufficient time for review. You can send the information to [EMAIL ADDRESS] or use the following address:

[MAILING ADDRESS].

If you have any questions about this request or require further clarification, please do not hesitate to contact [Name, Title] at [Email Address/Phone Number].

Thank you for your prompt attention to this matter. We look forward to continuing the evaluation process and exploring a fruitful partnership with your organization.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]