[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Vendor References for Due Diligence**

Dear [Vendor’s Name],

As part of our standard due diligence process, we kindly request references from your current or past clients to better understand your capabilities and performance. This step will help us assess your suitability for our business needs and ensure a successful partnership.

**Requested Information**:

Please provide contact details for at least [*number of references, e.g., “thr*ee”] companies or individuals who have engaged your services. For each reference, include:

1. **Company Name**:
2. **Contact Name and Title**:
3. **Email Address**:
4. **Phone Number**:
5. B**rief Description of the Project/Services Provided**:

We assure you that all information will be handled with discretion and used solely for the purpose of evaluating this engagement.

Please provide the requested references by [SPECIFIC DATE]. If you have any questions or need clarification, you can reach us at [Email Address/Phone Number].

Thank you for your cooperation. We look forward to completing the next steps in this process.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]