[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REQUEST FOR CONTRACTOR REFERENCES**

Dear [CONTACT NAME],

The above subject matter referred.

In order to enable us to evaluate your company’s capacity to meet our requirements, we are asking that you please provide us with references for companies where you have completed installation.

Please also provide us with the area where the product is in service and the quantity of products outfitted. In the event that there is somebody specifically we should contact, please provide details.

Thank you for your time, I look forward to hearing back from you.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]