[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REQUEST FOR CONTRACTOR REFERENCES**

Dear [CONTACT NAME],

In order for us to ascertain whether or not your company is able to meet our installation requirement, we are requesting that you send us a list of references.

In addition to the name and contact details of each reference, please also provide us with the information on the products you installed at the respective companies.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]