

Date: \_\_\_\_\_

To Whom It May Concern,

I am writing this letter to provide a reference for **[Vendor Name]** as part of your vendor evaluation process. Our company, **[Your Company Name]**, has been working with **[Vendor Name]** since **[Year/Date]**.

During our collaboration, **[Vendor Name]** has consistently delivered quality products/services within the agreed timelines. Their professionalism, reliability, and responsiveness to our requirements have been commendable.

Based on our experience, we have found their services to be satisfactory and beneficial to our business operations. They have demonstrated a strong understanding of our needs and have maintained clear and effective communication throughout our partnership.

I am confident that **[Vendor Name]** will be a valuable supplier for your organization, and I recommend them based on our positive experience.

If you require any further information, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
**[Your Name]**  
**[Your Position]**  
**[Your Company Name]**  
**[Contact Information]**