

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Contractor References

Dear :

I am in the process of making a decision on the contractor I will use to repair the roof on my summer home. Although I am pleased with the quote you provided, I am requesting references from other customers who have used your roof repair service.

Your speedy attention to this matter will be greatly appreciated.

Sincerely,

N A M E