

**Date:** [Insert Date]

**To:** [Reference Name]

**Title:** [Reference Job Title]

**Company/Agency:** [Reference Company Name]

**Address:** [Reference Address]

**Subject:** Past Performance Verification for [Contractor Name]

Dear [Reference Name],

Our organization is currently evaluating [**Contractor Name**] for a construction project involving [**Brief Description of Project Type**]. They have provided your name as a reference regarding their performance on the following project: [**Insert Name of Past Project**].

To assist us in our selection process, we would appreciate your honest feedback on the following areas:

- **Quality of Work:** Did the contractor meet the required technical specifications and industry standards?
- **Schedule Adherence:** Did the contractor complete the project within the agreed timeframe and manage milestones effectively?
- **Cost Control:** Did the contractor stay within the budget? Were change orders managed fairly and transparently?
- **Safety:** Did the contractor maintain a safe job site and comply with safety regulations?
- **Professionalism:** How would you rate their communication, coordination with subcontractors, and overall management?

Would you hire this contractor again for a similar project? [Yes / No]

Please provide any additional comments you feel are relevant to their performance:

[Insert space for comments]

We understand your time is valuable and appreciate your assistance. If you prefer to discuss this over the phone, please let me know a convenient time to call you at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Organization Name]