

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Address]

Dear [Recipient Name],

I hope you are doing well.

I am planning to start some home improvement work on my property soon. Specifically, I am looking to do [mention project type, e.g., kitchen remodeling, roof repair, or painting].

Since I know you have had similar work done recently, I was wondering if you would recommend the contractor you hired. If you were satisfied with their work, could you please share their contact information with me?

I would also appreciate knowing if they were reliable, finished the job on time, and if their pricing was fair.

Thank you for your help and for any information you can provide.

Best regards,

[Your Signature]