



SAMPLE REFERENCE CHECK LETTER – DO NOT SEND THIS LETTER TO YOUR REFERENCES. THE UNIVERSITY WILL SEND TO THE THREE REFERENCES THAT YOU PROVIDED. THE UNIVESITY WILL ONLY ACCEPT RESPONSES DIRECTLY FROM THE REFERENCES.

November 15, 202X

COMPANY NAME  
Attn: CONTACT NAME/TITLE  
ADDRESS 1  
ADDRESS 2

Dear CONTACT NAME,

The State University of New York, University at Buffalo is evaluating bids for university-wide creative services partners. The evaluation process at the University at Buffalo includes a review of references provided.

NAME OF BIDDER provided your contact information as a reference. Please take a moment to let us know how this organization measured up to your expectations.

If you have any questions or wish to discuss this request, please contact Bethany Scibetta, directly at 716-645-4512 or [bmscibet@buffalo.edu](mailto:bmscibet@buffalo.edu). Thank you.

Criteria	Excellent	Above Average	Acceptable	Unacceptable
Projects delivered by deadline(s)				
Issue resolution				
Professionalism of staff				
Timeliness and responsiveness				
Accuracy of invoices				
Quality of work product				
Overall performance and satisfaction				

Additional Comments:

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Provided by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Please return by **Tuesday, November 29, 202X 12:00 pm EST** via email to:  
[bmscibet@buffalo.edu](mailto:bmscibet@buffalo.edu)

University Communications

330 Crofts Hall, Buffalo, NY 14260  
716.645.6969 (F) 716.645.3765

[www.buffalo.edu](http://www.buffalo.edu)