

Request for Vendor Quality Assessment

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining high-quality standards, we are conducting a vendor quality assessment for our suppliers, and we would like to include your company in this evaluation.

To facilitate this process, please provide us with the following information:

- Quality assurance processes and certifications
- Details of your quality control measures
- Previous performance evaluations and any relevant metrics
- References from previous or current clients

We appreciate your prompt attention to this request and kindly ask you to provide the requested information by [Insert Deadline]. If you have any questions or need further details, please do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]