

# Vendor Selection Criteria Recommendation

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to recommend the selection criteria for evaluating potential vendors for [Project/Service Name]. After a thorough analysis of our needs and objectives, I suggest the following criteria:

## Vendor Selection Criteria:

- **Experience:** Minimum [X years] in the industry.
- **Reputation:** Positive feedback from previous clients or case studies.
- **Financial Stability:** Demonstrated financial health and sustainability.
- **Technical Capability:** Ability to meet our technical requirements and specifications.
- **Cost:** Competitive pricing aligning with our budgetary constraints.
- **Compliance:** Adherence to relevant regulations and standards.

These criteria are designed to ensure that we select a vendor who not only meets our current requirements but is also capable of supporting our long-term goals.

Thank you for considering these recommendations. I look forward to your feedback and the next steps in our vendor selection process.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]