

Vendor Reliability Assessment Inquiry

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our commitment to establishing strong partnerships, we are currently conducting a vendor reliability assessment for potential collaborations.

To ensure mutual benefit and alignment in our business objectives, we kindly request the following information:

- Company background and history
- References from current and past clients
- Details of services/products offered
- Financial stability and credit history
- Compliance with industry standards and regulations
- Any certifications or accolades received
- Details of your supply chain management practices

Please provide the requested information at your earliest convenience. We appreciate your cooperation and look forward to the possibility of working together.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]