

Vendor Reliability Evaluation Request

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Person],

We hope this message finds you well. As part of our due diligence process for the upcoming contract renewal, we kindly request your assistance in providing us with information regarding your reliability as a vendor.

Please provide the following information:

- Details of your service performance over the past year
- Any relevant certifications or accreditations
- References from other clients
- Addressing any issues or concerns from the past contract period

We appreciate your prompt attention to this matter and request that you send the necessary information by [insert deadline]. Your cooperation is essential for ensuring our ongoing partnership.

Thank you for your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]