

# Inquiry for Vendor Financial Health

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are in the process of conducting a review of our vendor partnerships to ensure sustainable business relationships. As such, we would like to inquire about the financial health of your company.

Specifically, we are interested in:

- Recent financial statements (balance sheet, income statement)
- Credit ratings or reports
- Any significant changes in financial conditions
- Future outlook and projections

We appreciate your cooperation in this matter and would be grateful if you could provide the requested information by [insert deadline]. Should you have any questions or require further discussion, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]