

Dear [Vendor's Name],

We are excited to announce our new Digital Enhancement Initiative aimed at improving our collaboration with valued partners like you. This initiative focuses on enhancing digital interfaces, streamlining processes, and ultimately delivering better service.

As part of this initiative, we invite you to participate in a series of workshops that will focus on integrating technology into our existing workflows. We believe your input will be invaluable in shaping these enhancements.

Please let us know your availability for a preliminary meeting to discuss this further. We are looking forward to your insights and contributions.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]