

# Vendor Evaluation Process Overview

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

## Introduction

We appreciate your interest in partnering with [Your Company Name]. This letter outlines the vendor evaluation process to ensure a transparent and fair assessment of potential vendors.

## Process Steps

1. **Application Submission:** Vendors are required to submit a completed application form by [Insert Deadline].
2. **Initial Screening:** Our team will conduct a preliminary review of the applications to ensure qualifications and compliance.
3. **Evaluation Criteria:** Vendors will be evaluated based on the following criteria:
  - Quality of Products/Services
  - Pricing Structure
  - Delivery Timelines
  - Customer Service
  - Financial Stability
4. **Interviews/Presentations:** Selected vendors may be invited for interviews or to present their offerings.
5. **Final Selection:** A final decision will be communicated by [Insert Date].

## Contact Information

If you have any questions regarding the vendor evaluation process, please do not hesitate to contact us at [Your Contact Information].

Thank you for your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]