

Supplier Capability Assessment Invitation

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring quality and reliability in our supply chain, we are conducting a Supplier Capability Assessment.

We invite you to participate in this assessment, which will help us better understand your capabilities and align our mutual goals.

Please find the details below:

- **Date of Assessment:** [Date]
- **Location:** [Location or Virtual Link]
- **Duration:** [Duration]

We kindly ask you to confirm your participation by [RSVP Date]. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]