

# Vendor Deliverables Outline

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

## Subject: Outline of Deliverables

Dear [Vendor's Name],

We are writing to outline the expected deliverables for our project, as discussed in our previous meetings. Please review the following items:

### Project Overview

[Brief project description]

### Deliverables

- Deliverable 1: [Description of deliverable 1]
- Deliverable 2: [Description of deliverable 2]
- Deliverable 3: [Description of deliverable 3]
- Deliverable 4: [Description of deliverable 4]

### Timeline

[Expected dates for deliverables]

### Acceptance Criteria

[Criteria for accepting deliverables]

Please confirm your acknowledgment of this deliverable outline and feel free to reach out if you have any questions or require further clarification.

Best Regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]