

# Vendor Re-evaluation Request

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Request for Vendor Re-evaluation

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintain high standards in our operations and supplier relationships, we are conducting a re-evaluation of our existing suppliers.

This process involves assessing key performance indicators, compliance with industry standards, and evaluating your capability to continue meeting our business needs.

We kindly request your cooperation to provide the following information by [insert deadline]:

- Updated company profile
- Recent financial statements
- Quality assurance processes and certifications
- Any changes in key personnel
- Client references or testimonials

Your prompt response will greatly assist us in making informed decisions regarding our continued partnership. If you require any further information or clarification, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]