

Vendor Consultation Arrangement Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are pleased to inform you that we would like to schedule a consultation regarding our upcoming project. Your expertise in [specific area] is highly valued, and we believe that a discussion would be beneficial for both parties.

Proposed Date and Time:

[Insert Date and Time]

[Alternative Date and Time, if applicable]

Location:

[Insert Location or mention if it will be a virtual meeting]

Please confirm your availability for the above dates and feel free to suggest any alternative timings that work for you.

We look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]