

Vendor Pre-Qualification Assessment Letter

Date: [Insert Date]

To,

Vendor Name
Vendor Address
City, State, Zip Code

Dear [Vendor Name],

We are pleased to inform you that your application for vendor pre-qualification has been received and is currently under review. We appreciate your interest in partnering with [Your Company Name].

In order to assess your application thoroughly, we kindly request you to provide the following documents and information:

- Company Profile
- List of Services/Products Offered
- References from Previous Clients
- Insurance and Licensing Details
- Financial Statements for the past two years

We would appreciate it if you could submit the requested information by [Insert Deadline]. Upon receipt and review, we will notify you of the outcome of your pre-qualification status.

Thank you for your cooperation. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Contact Information]