

# Vendor Prequalification Assessment

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, ZIP]

Dear [Vendor Name],

We appreciate your interest in becoming a preferred supplier for [Company Name]. As part of our vendor prequalification process, we require the following information to assess your capabilities and ensure compliance with our standards.

## Required Documents:

- Company Profile
- Financial Statements (last two years)
- References from similar projects
- Proof of Certification and Licenses
- Insurance Certificates

Please submit the above documents by [Insert Deadline]. Upon review, we will notify you regarding the outcome of the prequalification process.

If you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP]

[Contact Information]