

# Vendor Prequalification Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our procurement process, we are currently conducting a vendor prequalification review. Your company has been identified as a potential candidate for future collaborative opportunities.

To facilitate this process, we kindly request that you complete the attached vendor prequalification questionnaire and submit any relevant supporting documents that demonstrate your capabilities, experience, and compliance with industry standards.

Please submit the completed documents by [Insert Submission Deadline Date]. Should you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]