

Vendor Prequalification Response

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Subject: Vendor Prequalification Response

Dear [Vendor's Name],

Thank you for your interest in partnering with [Your Company Name]. We appreciate your effort in providing the necessary information for our vendor prequalification process.

After careful review of your submission, we are pleased to inform you that [Vendor's Company Name] has successfully met our prequalification criteria. We acknowledge your capabilities and look forward to potentially working together on future projects.

Please keep us updated with any changes regarding your company's qualifications or services. We will reach out to you regarding upcoming opportunities that align with your expertise.

Thank you once again for your interest in becoming a vendor for [Your Company Name]. If you have any questions, feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]