

Invitation to Supplier Consultation

Dear [Supplier Name],

We hope this message finds you well. We are reaching out to invite you to a consultation meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

The purpose of this consultation is to discuss [specific topics or objectives], and to gather your insights and feedback on our current collaboration.

Please confirm your availability for this meeting at your earliest convenience.

Thank you for your attention, and we look forward to our discussion.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]