

# Vendor Assessment Procedure Alert

Dear [Vendor Name],

We would like to inform you that an assessment of your services/products will be conducted on [Date]. This assessment is part of our ongoing commitment to ensure high-quality standards in our supply chain.

Please make sure that all relevant documentation and necessary personnel are available for the assessment. The areas of focus will include:

- Quality of Products/Services
- Compliance with Regulatory Standards
- Delivery Timeliness
- Customer Feedback

Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]