

# Vendor Support Eligibility Check

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Support Eligibility Verification

Dear [Vendor Name],

We are reaching out to conduct an eligibility check for your continued support under our vendor program. To ensure compliance and maintain a seamless partnership, we kindly request you to provide the following information:

- Business Registration Information
- Current Support Agreements
- Performance Metrics for Previous Engagements
- Any Additional Documentation Relevant to Support

Please submit the required information by [Insert Deadline]. Your timely response will help us process your eligibility check efficiently.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]