

# Vendor Maintenance Frequency Details

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you about the maintenance frequency details regarding our ongoing partnership. In order to ensure the highest quality of service and communication, we have established the following maintenance schedule:

- Frequency of Vendor Reviews: [Monthly/Quarterly/Annually]
- Next Scheduled Review: [Insert Date]
- Key Performance Indicators to be Discussed: [List of KPIs]
- Additional Follow-Up Meetings: [Frequency and Dates]

Your commitment to these maintenance activities is crucial for the success of our collaboration. We appreciate your cooperation and look forward to our continued partnership.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]