

Vendor Maintenance Reporting Procedures

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Maintenance Reporting Procedures

Dear [Vendor Name],

This letter serves to outline the vendor maintenance reporting procedures that we require to ensure a smooth and efficient workflow. Please adhere to the following guidelines:

1. Reporting Schedule

Reports should be submitted on a [weekly/monthly/quarterly] basis, no later than [specific day of the month].

2. Required Information

- Vendor Name
- Contact Person
- Issue Description
- Date of Issue
- Resolution Status

3. Submission Method

Please send your reports via email to [Insert Email Address] or submit through our vendor portal at [Insert Portal Link].

4. Follow-Up

Upon receiving your report, we will conduct a review and follow up with you within [Insert Time Frame] to address any issues or concerns.

Thank you for your prompt attention to this matter. We appreciate your cooperation in maintaining a seamless partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]