

Dear [Vendor's Name],

I hope this message finds you well. I am writing to inquire about your current vendor visitor policy at [Company Name]. As we are in the process of reviewing our collaboration, it is important for us to understand the protocols involved in visitor management.

Specifically, we would like to know:

- The requirements for vendor visits.
- Any necessary documentation or approvals required prior to a visit.
- Health and safety guidelines that must be followed.
- The process in case of changes to scheduled visits.

We appreciate your timely response to these questions as we aim to ensure a smooth and compliant partnership.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]