

Vendor Financial Influence Evaluation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting a financial influence evaluation of our vendors to ensure a sustainable and mutually beneficial partnership. As part of this process, we request your assistance in providing the following documents and information:

1. Recent financial statements (last two years)
2. Annual report (if applicable)
3. Credit references from at least three organizations
4. Details on any significant changes in financial status.

Please submit the requested information by [Insert Deadline]. Your prompt response will enable us to complete our evaluation efficiently and determine the potential for future partnerships.

Thank you for your attention to this matter. Should you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]