

Vendor Fiscal Impact Evaluation Letter

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]
[Your Position]
[Your Company Name]

Subject: Fiscal Impact Evaluation of [Vendor's Service/Product]

Dear [Vendor Name],

We are conducting a fiscal impact evaluation concerning the services/products provided by your company. This evaluation aims to assess the financial implications of our ongoing partnership and to make informed decisions moving forward.

Please provide us with the following information by [Insert Deadline]:

- Detailed pricing structure of your services/products.
- A summary of our past transactions over the last [Insert Duration].
- Any forecasts or expected changes in pricing for the upcoming year.
- Information on any additional services that could enhance our partnership.

We appreciate your prompt attention to this matter and look forward to your response.

Thank you,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]