

Vendor Manufacturing Capability Assessment Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to evaluate and ensure the quality of our supply chain, we are conducting a manufacturing capability assessment of our key vendors.

We kindly request that you provide us with detailed information regarding your manufacturing capabilities, including but not limited to the following:

- Manufacturing processes and technologies
- Production capacities and lead times
- Quality control and assurance practices
- Certifications and compliance with industry standards
- Previous project references relevant to our industry

Please complete the attached assessment form and return it to us by [Insert Deadline]. Your prompt response will help us in decision-making and strengthen our partnership.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]