

Dear [Vendor's Name],

We are excited to invite you to a walkthrough of our location on [Date] at [Time]. This visit will provide an opportunity for us to discuss potential collaboration and review the facilities together.

Please confirm your availability for this date and feel free to reach out if you have any questions or need further information.

Looking forward to your visit!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]