

Subject: Proposal for Site Visit

Dear [Vendor's Name],

I hope this message finds you well. We are excited about the opportunity to collaborate with [Vendor's Company]. To move forward, we would like to propose scheduling a site visit to discuss our potential partnership in more detail.

We would like to suggest the following dates for the site visit:

- [Date 1]
- [Date 2]
- [Date 3]

Please let us know which date works best for you, or if there is an alternate date that you would prefer. We look forward to meeting with you and discussing how we can work together effectively.

Thank you for your attention. We await your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]