

# Scheduling Vendor On-Site Consultation

Dear [Vendor's Name],

I hope this message finds you well. We are looking to schedule an on-site consultation to discuss [specific topics or projects] in greater detail.

We would like to propose the following dates and times for your visit:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

Please let us know which option works best for you, or feel free to suggest an alternative that better fits your schedule.

Thank you for your attention to this matter. We look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]