

Site Visit Confirmation

Dear [Vendor's Name],

We are excited to inform you that we have scheduled a site visit to discuss our collaboration further.

Details of the Visit:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Address]

Please confirm your availability for the proposed date and time. Feel free to reach out if you have any questions or need additional information.

We look forward to your visit and the opportunity to explore our partnership further.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]