

Vendor Meeting Invitation

Dear [Vendor's Name],

We are pleased to invite you to a vendor meeting for site evaluation scheduled on [Date] at [Time]. The meeting will take place at [Location].

The agenda for the meeting includes:

- Introduction and Overview
- Site Evaluation Process
- Discussion of Vendor Capabilities
- Q&A Session

Please confirm your attendance by [RSVP Date]. We look forward to your valuable insights and collaboration.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]