

# Vendor Site Assessment Scheduling

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are reaching out to schedule a site assessment at your facility as part of our vendor evaluation process. This assessment will help us ensure that all aspects of our partnership align with our quality and operational standards.

Please provide your availability for the site assessment within the following timeframe: [Insert Date Range]. We anticipate that the assessment will take approximately [X hours/days].

Once we receive your available dates, we will confirm the schedule accordingly. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]