

Vendor Site Inspection Planning

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Site Inspection Planning

Dear [Vendor Contact Name],

We are writing to schedule a site inspection for your facility as part of our vendor evaluation process. This inspection is crucial for us to understand your operational capabilities and ensure alignment with our quality standards.

We propose to conduct the site inspection on **[Insert Proposed Date]** at **[Insert Proposed Time]**. Please confirm if this date works for you or suggest an alternative.

During this visit, we are particularly interested in observing the following areas:

- Production processes
- Quality control measures
- Health and safety protocols
- Storage and inventory management

Please prepare any relevant documentation you may need to provide during our visit, including certifications and safety records.

Thank you for your cooperation. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]