

# Vendor Site Visit Coordination Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We would like to schedule a site visit with your team to discuss our ongoing projects and explore opportunities for collaboration. We believe this visit will enhance our understanding of your services and ensure we are aligned in our objectives.

Please let us know your availability for the following dates:

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

We would appreciate your confirmation of one of the proposed dates at your earliest convenience. If these dates are not suitable, please suggest alternatives that work best for your team.

Thank you for your attention, and we look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]