

# Vendor Participation in Values Articulation Meeting

**Date:** [Insert Date]

**From:** [Your Name]

**Title:** [Your Title]

**Company:** [Your Company Name]

**To:** [Vendor's Name]

**Vendor Company:** [Vendor Company Name]

**Subject:** Invitation to Values Articulation Meeting

Dear [Vendor's Name],

We are pleased to invite you to participate in our upcoming Values Articulation Meeting scheduled for [insert date and time] at [location/format]. This gathering aims to discuss and articulate the core values that guide our partnership and to explore how we can further strengthen our collaboration.

Your insights and expertise are invaluable, and we believe your participation will contribute significantly to the success of this meeting. We hope to cover the following key areas:

- Understanding shared values
- Identifying collaboration opportunities
- Discussing feedback mechanisms

Please confirm your attendance by [RSVP deadline]. If you have any questions or require further information, do not hesitate to reach out.

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]