

# Supplier Economic Viability Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our due diligence process, we are conducting an Economic Viability Review of our suppliers to ensure continued partnership and service excellence. Your cooperation in this review is greatly appreciated.

## Review Requirements

Please provide us with the following information:

- Current financial statements for the last three years.
- Details of any significant changes in ownership or management.
- Information on any major contracts or partnerships.
- Your future business outlook and projections.

We request that you submit this information by [Insert Deadline]. This review is essential in evaluating both our ongoing relationship and future collaborations.

Thank you for your attention to this matter. Should you have any questions regarding this review, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]