

Vendor Benchmark Evaluation Inquiry

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintain high standards and optimize our procurement processes, we are conducting a benchmark evaluation of our current vendors.

We kindly request your cooperation in providing the following information to assist us in assessing your services and performance:

- Overview of services offered
- Pricing structure and any available discounts
- Performance metrics and feedback from other clients
- Recent case studies or success stories
- Any certifications or industry recognitions

We appreciate your prompt attention to this inquiry and would like to have your response by [Insert Response Due Date]. If you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your support and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]