

# Reminder: Upcoming Vendor Quality Improvement Workshop

Dear [Vendor's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming Vendor Quality Improvement Workshop scheduled for **[Date]** at **[Location]**. The workshop will begin at **[Time]**.

As a valued partner, your presence is crucial as we will discuss key strategies and initiatives to enhance quality standards and improve our collaborative efforts.

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

Thank you for your continued partnership. We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]