

Vendor Product Lifecycle Evaluation Request

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 efforts to improve product offerings and ensure quality, we are conducting a comprehensive evaluation of the lifecycle of [Product Name/Description]. We would like to formally request your assistance in this matter.

To facilitate this evaluation, could you please provide the following information:

- Detailed product specifications
- Current status in the product lifecycle
- Sales history and market performance
- Product support and warranty information
- Future plans for the product line

Your input is invaluable in helping us assess the viability and future direction of the product in question. We kindly ask that you provide this information by [Insert Deadline]. Should you have any questions, please feel free to reach out to us directly.

Thank you for your attention and cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]