

Invitation to Vendor Policy Review Meeting

Dear [Vendor Name],

We would like to invite you to a Vendor Policy Review Meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] or via [Zoom/Teams Link]

The purpose of this meeting is to review our current vendor policies and discuss any necessary updates to ensure compliance and mutual benefit.

Please confirm your availability for this meeting by [RSVP Date].

Thank you, and we look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]