

Supplier Qualification Information Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are in the process of qualifying our suppliers and would like to request information to ensure that your company meets our requirements. Please provide the following information:

- Company Profile and History
- Financial Stability Documents
- Quality Assurance Standards
- References from Current Clients
- Certifications and Compliance Documentation

Please send the requested information by [Insert Deadline]. If you have any questions or require further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]