

# Vendor Information Solicitation

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company]

Address: [Vendor's Address]

Dear [Vendor's Name],

We are in the process of updating our vendor database and are reaching out to gather essential information about your company. This information will help us to better understand your offerings and how we can collaborate in the future.

Please provide the following information:

- Company Name
- Contact Person
- Email Address
- Phone Number
- Services/Products Offered
- Years in Business
- References (if available)

We would appreciate your prompt response to this request. You may send the information via email to [Your Email Address] or by mail to our address below:

[Your Company Name]  
[Your Company Address]  
[Your City, State, ZIP Code]

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]