

# Vendor Services Availability Check

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. We are currently in the process of planning our upcoming projects and would like to check the availability of your services.

Please let us know if you are available to provide the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Additionally, if there are any specific timeframes or conditions we should be aware of, please include that information as well.

We appreciate your prompt response to this inquiry and look forward to the possibility of working together.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]