

# Vendor Services Information Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are currently in the process of reviewing our vendor services and would like to request some information regarding your offerings. Please provide us with the following details:

- Overview of Services Provided
- Pricing Structure
- Service Level Agreements (SLAs)
- References from Current Clients
- Any additional information relevant to our needs

We would appreciate it if you could respond by [Insert Deadline Date] to allow us to proceed with our evaluation.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]