

Invitation for Vendor Assessment

Dear [Vendor's Name],

We hope this message finds you well. As part of our ongoing supply chain optimization efforts, we are conducting a comprehensive assessment of our vendors.

We would like to invite you to participate in this assessment process, which aims to evaluate vendor performance, quality of products/services, and overall contribution to our supply chain efficiency.

The assessment will take place on [Date] at [Time]. Please confirm your availability for this session. Your input is invaluable in helping us enhance our collaborative efforts.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]