

# Request for Clarification on Vendor Qualification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our vendor qualification process, we have reviewed your submitted documents and would like to request additional clarification on a few points.

- **Item 1:** [Details of the clarification needed]
- **Item 2:** [Details of the clarification needed]
- **Item 3:** [Details of the clarification needed]

We appreciate your prompt attention to this matter and kindly ask that you provide the requested information by [Insert Deadline]. Failure to respond may affect your qualification status.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]