

Follow-Up on Vendor Qualification Process

Date: [Insert Date]

To: [Vendor's Name]
[Vendor's Address]
[City, State, ZIP Code]
[Vendor's Email]

Dear [Vendor's Contact Person],

I hope this message finds you well. I am writing to follow up on the vendor qualification process that we initiated on [insert date of initial contact/application]. We appreciate your interest in collaborating with us and want to ensure that we have all necessary documentation and information to proceed.

Please let us know if there are any updates regarding your application or if you need any additional information from our side. Our goal is to finalize the qualification process as soon as possible so that we can explore potential opportunities to work together.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email]