

Inquiry on Vendor Qualification Progress

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to inquire about the current status of the vendor qualification process with [Your Company Name]. As we approach our project timelines, it is imperative for us to understand the progress made towards fulfilling the necessary qualification requirements.

Please provide an update on the following items:

- Current status of the required documentation
- Any outstanding issues or concerns
- Estimated timeline for completion of the qualification process

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]