

Reminder: Vendor Qualification Submission

Dear [Vendor Name],

This is a friendly reminder regarding the submission of your vendor qualification documents, which were due on [Due Date]. We have not yet received your submission.

Please ensure that the required documents are submitted to us by [New Due Date] to avoid any disruptions in our procurement process.

If you have any questions or need further assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]