

# Vendor Qualification Status Update Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Contact Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to request an update regarding the status of your vendor qualification process with our company.

As we continue to evaluate our vendor relationships, staying informed about your status is essential for us. If you could provide us with any updates or required documentation, we would greatly appreciate it.

Thank you for your prompt attention to this matter. We look forward to your reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]