

Letter of Intent for ERP Software Vendor Selection

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP]

Dear [Vendor Contact Name],

We are pleased to inform you that after a thorough evaluation process, [Your Company Name] has shortlisted your organization as a potential vendor for our ERP software needs. We were particularly impressed with [specific strengths or features of the vendor's proposal].

As we move forward in our selection process, we would like to invite you to participate in the next phase which includes [detail next steps, e.g., demonstrations, further discussions, reference checks]. Please let us know your availability for these sessions.

We are looking forward to collaborating with you and potentially partnering to fulfill our ERP software requirements.

Thank you for your ongoing engagement and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]