

# Vendor Coordination Request

**To:** [Vendor Name]

**From:** [Your Name]

**Date:** [Date]

**Subject:** Vendor Coordination Request

Dear [Vendor Name],

I hope this message finds you well. We are reaching out to coordinate our upcoming project that involves your services. In order to ensure a smooth collaboration, we would like to discuss the following key points:

- Project Timeline
- Resource Allocation
- Communication Protocols
- Delivery Schedules

Please let us know your availability for a meeting within the next week. We appreciate your cooperation and look forward to working together.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]