

Vendor Quality Assessment Invitation

Dear [Vendor Name],

We hope this message finds you well. As part of our commitment to maintaining high-quality standards in our supply chain, we would like to formally invite you to participate in our Vendor Quality Assessment process.

The assessment will take place on [Date] at [Time] via [Location/Platform, e.g., Zoom, in-person, etc.]. During this evaluation, we will review your quality management systems, processes, and overall performance.

Please confirm your availability for the scheduled assessment by [RSVP Date]. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention, and we look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]