

# Letter of Criteria for Outsourcing Vendor Engagement

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Criteria for Outsourcing Vendor Engagement in Finance

Dear [Vendor Contact Name],

As part of our ongoing efforts to improve our financial operations, we are evaluating potential outsourcing vendors to enhance efficiency and effectiveness. Below are the criteria we will consider for engagement:

## 1. Financial Stability

Vendors must demonstrate robust financial health and stability to ensure reliability.

## 2. Industry Experience

Vendors should have at least [X] years of experience in the finance sector.

## 3. Compliance and Regulation

Vendors must adhere to all relevant financial regulations and compliance standards.

## 4. Technological Capability

Vendors should utilize advanced technology and tools to support financial operations.

## 5. Client References and Reputation

A strong list of client references and a solid reputation in the industry are required.

## 6. Cost Structure

Vendors must offer competitive pricing with a clear breakdown of their cost structure.

## **7. Service Level Agreements (SLAs)**

Clear SLAs should be established covering performance metrics and accountability.

Please review the above criteria as we look forward to potential collaboration. Feel free to reach out with any questions or further discussions.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]