

Supply Chain Capability Check

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are currently conducting a comprehensive review of our supply chain capabilities and would like to request your cooperation in providing the necessary information regarding your company's capacity, processes, and performance metrics.

Please find attached a questionnaire that covers key aspects of your operations. We would appreciate it if you could complete it by [Insert Deadline] to help us in evaluating our supply chain partners effectively.

Thank you for your attention to this matter. Should you have any questions, feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]