

Letter of Demand for Vendor Proposal Documentation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Vendor Name]
[Vendor Position]
[Vendor Company Name]
[Vendor Company Address]
[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request the submission of the proposal documentation that we discussed on [insert date of discussion]. As we are in the process of finalizing our vendor selection, your timely response is crucial.

We kindly ask that you provide the requested documentation by [insert due date]. This will ensure that we can proceed with our evaluation in a timely manner. Please include all pertinent information related to your services, pricing, and terms.

Thank you for your attention to this matter. We look forward to receiving your proposal documentation soon.

Sincerely,

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