

Supplier Evaluation Schedule Announcement

Date: [Insert Date]

Dear [Supplier's Name],

We are pleased to inform you that we will be conducting a supplier evaluation for our upcoming procurement cycle. This evaluation aims to assess the performance and reliability of our suppliers as we strive to improve our partnerships and procurement strategies.

Details of the evaluation schedule are as follows:

- **Evaluation Start Date:** [Insert Start Date]
- **Evaluation End Date:** [Insert End Date]
- **Location:** [Insert Location]
- **Evaluation Criteria:** [Insert Criteria]

We highly encourage your participation and collaboration during this evaluation process. Please confirm your availability by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]