

Vendor Consolidation Feasibility Study

Date: [Insert Date]

To: [Vendor Name]

Attn: [Contact Person]

[Vendor Address]

Dear [Contact Person],

We are conducting a Vendor Consolidation Feasibility Study to evaluate the potential benefits of consolidating our current vendors into a more streamlined selection. As part of this process, we seek your cooperation in providing the necessary information regarding your products and services.

The objective of this study is to assess factors such as cost efficiency, service reliability, and overall performance. We believe that by consolidating our vendor relationships, we can improve our operational efficiency and focus on strategic partnerships.

We kindly request the following information:

- Detailed product/service offerings
- Pricing structure and any volume discounts
- Service level agreements and performance metrics
- References and case studies from similar clients

We appreciate your prompt attention to this matter. Please submit the requested information by [Insert Deadline]. Should you have any questions, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]