Supplier Visit Scheduling Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to schedule a visit to your office to discuss our upcoming contract negotiations.

We believe that a face-to-face meeting would greatly enhance our collaboration and provide an opportunity to address any concerns. We are looking to schedule this visit during the week of [Insert Date Range]. Please let us know your availability during this period.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]