

Supplier Visit Scheduling Request for Site Assessment

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Email]

[Your Phone Number]

Dear [Supplier Name],

We hope this message finds you well. We would like to schedule a site assessment visit with your team as part of our ongoing partnership and quality assurance process.

Please let us know your availability for the following dates and times:

- [Insert Date and Time Option 1]
- [Insert Date and Time Option 2]
- [Insert Date and Time Option 3]

The purpose of this visit is to assess the current operations and ensure that we are aligned on quality standards and expectations.

We appreciate your cooperation and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]