

Supplier Reference Assessment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Supplier Reference Assessment for Risk Management

Dear [Supplier's Contact Name],

As part of our commitment to ensuring a robust risk management process, we are conducting a supplier reference assessment. This assessment aims to evaluate your company's capability and reliability as a supplier.

We would appreciate your assistance by providing the following information:

- Company Overview
- Financial Stability
- Quality Control Measures
- Previous Experience with Similar Clients
- Certifications and Compliance

Please respond by [Insert Deadline Date] to ensure we can complete our evaluation process in a timely manner. Your prompt attention to this request will be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]