

Supplier Capability Evaluation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are conducting a supplier capability evaluation as part of our procurement processes. Your organization has been identified as a potential supplier for our [specify products/services]. To ensure that we can adequately meet our operational needs and maintain the highest quality standards, we request that you provide us with the following information:

1. Company Overview

- Company history and background
- Core competencies and product/service offerings
- Relevant certifications and accreditations

2. Financial Stability

- Latest financial statements
- Bank references
- Credit rating details

3. Quality Assurance

- Quality control processes
- Past performance metrics
- Customer references

4. Delivery and Fulfillment

- Lead times for products/services
- Shipping and logistics capabilities
- Return and warranty policies

Please complete the enclosed questionnaire and submit it along with supporting documents by [insert deadline]. Your prompt response will help us in making an informed decision regarding our supplier selection.

If you have any questions or require further clarification, please do not hesitate to contact me at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]