

# Supplier Qualification Guidelines

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are pleased to inform you that [Your Company's Name] is currently in the process of evaluating potential contractors for our upcoming projects. As part of our supplier qualification process, we have established guidelines that all potential suppliers must adhere to. Please review the following requirements:

## 1. Company Information

- Full Company Name
- Contact Information
- Company Registration Documents

## 2. Financial Stability

- Most Recent Financial Statements
- Proof of Insurance Coverage

## 3. Experience and References

- List of Previous Clients
- Case Studies of Relevant Projects

## 4. Compliance and Certifications

- Relevant Industry Certifications
- Compliance with Safety Regulations

Please submit the requested information by [Insert Submission Deadline]. We appreciate your interest in partnering with us and look forward to reviewing your qualifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]