

# Supplier Suitability Assessment Letter

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are conducting a supplier suitability assessment as part of our evaluation for potential collaboration on upcoming projects. We appreciate your interest in partnering with us and wish to evaluate your capabilities and alignment with our requirements.

## Assessment Criteria

- Experience and Expertise
- Quality Assurance Processes
- Financial Stability
- Delivery Timeliness
- References and Past Projects

Please provide the following documentation to assist in our assessment:

- Company Profile
- Relevant Certifications
- Financial Statements (last two years)
- Client References
- Details of Previous Projects

We kindly request that you submit the requested information by [Insert Deadline Date]. Should you have any questions regarding this assessment, please do not hesitate to reach out.

Thank you for your cooperation. We look forward to reviewing your submission and considering a potential collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]