

Credit Risk Assessment for Vendor Selection

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you that we have conducted a credit risk assessment as part of our vendor selection process. This assessment is crucial to ensure that we partner with vendors who demonstrate financial stability and reliability.

Assessment Summary:

- **Business Overview:** [Brief description of the vendor's business operations]
- **Financial Performance:** [Overview of financial statements, credit scores, etc.]
- **Payment History:** [Details of payment terms and history with other clients]
- **Market Position:** [Vendor's standing in the industry]

Based on our findings, we are pleased to inform you that your organization has met our criteria for financial reliability and has been approved as a potential vendor. We look forward to further discussions regarding our future collaboration.

Please feel free to reach out if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]