

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We appreciate your interest in becoming a vendor with [Your Company]. After reviewing your application, we find that we require additional information to proceed with the evaluation.

Specifically, we would like you to provide us with the following:

- [Specify the information required, e.g., financial statements, product samples, etc.]
- [Specify any additional information, if needed]

Please submit the requested information by [Insert Deadline] to avoid any delays in processing your application. Should you have any questions, feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]