

# Update on Vendor Application Assessment

Dear [Vendor Name],

We hope this message finds you well. We would like to provide you with an update regarding your vendor application, which was submitted on [Submission Date].

After a thorough review by our assessment team, we are pleased to inform you that your application is currently progressing to the next stage of our evaluation process. We appreciate the effort you put into your submission and the information you provided.

Please note that the next steps will involve [briefly outline the next steps, e.g., further documentation review, site visit, etc.]. We expect to complete this stage by [Estimated Date].

If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your patience and interest in partnering with [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]