

Vendor Qualification Appeal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the recent decision regarding our qualification as a construction vendor for [specific project or purpose]. We believe that our expertise and track record make us a suitable candidate for this opportunity.

[Insert a brief background of your company and its relevant experience. Mention any specific projects, skills, or certifications that support your claim.]

We understand that there were concerns about [mention any specific issues or concerns raised]. We would like to address these by providing [insert how you plan to mitigate the concerns or additional information that supports your qualification].

We are committed to delivering quality work and maintaining high standards in all our projects. We would appreciate the opportunity to discuss this matter further and clarify any misunderstandings that may have led to this decision.

Thank you for considering our appeal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]