

Vendor Qualification Feedback

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

Thank you for your recent submission for the vendor qualification process for [Project/Contract Name]. We appreciate the time and effort you put into your application.

After reviewing your qualifications, we would like to provide you with the following feedback:

- **Strengths:** [List strengths, e.g., relevant experience, quality of work, etc.]
- **Areas for Improvement:** [List areas for improvement, e.g., certifications needed, previous project delays, etc.]

We encourage you to address the areas for improvement and consider reapplying in the future. Your capabilities are valued, and we would like to keep the door open for potential collaboration.

If you have any questions or need further information, feel free to contact us at [Contact Information].

Thank you once again for your interest in working with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]