

# Vendor Qualification Inquiry

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are reaching out to you regarding the potential for a partnership on our upcoming construction projects. As part of our vendor qualification process, we would like to gather pertinent information about your company.

Kindly fill out the attached vendor qualification form and return it to us by [Insert Deadline]. This will help us evaluate your capabilities and determine if your services align with our project requirements.

If you have any questions or need further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]