

Vendor Qualification Re-evaluation Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. As part of our regular review process, we are requesting a re-evaluation of your qualifications as a vendor for [Project/Contract Name].

To ensure that we maintain a high standard of quality and compliance, we kindly ask you to provide updated documentation regarding your:

- Company profile and background
- Financial statements for the past two years
- Relevant project experience
- Quality assurance processes
- Health and safety records

Please submit the requested information by [Insert Deadline]. Your cooperation in this matter is greatly appreciated and will help us in maintaining a strong business relationship.

Thank you for your prompt attention to this request. If you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]