

Vendor Engagement Intent Template

Subject: Letter of Intent - Supplier Partnership Opportunity

Dear [Vendor/Supplier Name],

I am writing on behalf of [Your Company] to express our intent to establish a supplier relationship for [Products/Services]. After evaluating multiple vendors, your company has emerged as our preferred partner based on [Specific Reasons].

Anticipated Business Volume:

- Monthly orders of approximately [Quantity/Amount]
- Annual contract value estimated at [Amount]
- Initial term of [Duration] with performance-based renewals

Requirements and Expectations:

- Quality standards as per [Specifications/Standards]
- Delivery timeframes of [Timeline]
- Competitive pricing with volume discounts
- Dedicated account management support
- Compliance with our vendor requirements and certifications

We are prepared to provide purchase forecasts and consider preferred supplier status contingent upon meeting our performance metrics. A formal RFP process will follow this initial expression of interest.

I would appreciate the opportunity to discuss terms, pricing, and implementation timeline at your earliest convenience.

Looking forward to a productive partnership.

Regards,

[Your Name and Title]

[Procurement/Business Development Department]

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