

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to acknowledge the engagement of [Vendor Name] as our technology vendor effective [Start Date]. We look forward to collaborating with you to enhance our technology capabilities and drive greater efficiencies within our operations.

Your expertise in [specific technology/service provided] will be invaluable as we move forward with [specific project or initiative]. We are excited about the potential for growth and innovation that this partnership represents.

Please feel free to reach out to us at any time should you have questions or require additional information as we embark on this journey together.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]