

Vendor Product Trial Confirmation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Confirmation of Product Trial

Dear [Vendor Contact Name],

We are pleased to confirm the trial of your product, [Product Name], as discussed. Below are the specifics of the trial:

- **Trial Start Date:** [Insert Start Date]
- **Trial End Date:** [Insert End Date]
- **Quantity of Product:** [Insert Quantity]
- **Trial Location:** [Insert Location]
- **Key Performance Indicators (KPIs):** [Insert KPIs]
- **Contact Person During Trial:** [Insert Contact Name and Details]

Please let us know if you need any further information or adjustments regarding this trial.

Thank you, and we look forward to a successful trial period.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]