

Annual Supplier Rebate Application

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. We are writing to formally apply for the annual supplier rebate as agreed upon in our contract dated [Insert Contract Date]. According to our records, we have completed the required purchases and met the criteria necessary to qualify for this rebate.

Please find attached the documentation and purchase records that support our application. We have calculated the rebate amount based on our qualifying purchases totaling [Insert Amount]. We kindly request that this rebate be processed at your earliest convenience.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]