

Vendor Onboarding Compliance Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to inform you that your application for vendor onboarding with [Your Company Name] has been successfully received. As part of our compliance process, we kindly request that you review and complete the following documentation:

- Vendor Compliance Agreement
- W-9 Form
- Proof of Insurance
- Background Check Consent Form

Please submit the completed documents by [Insert Deadline] to ensure timely processing of your onboarding.

If you have any questions or require further assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]