

# Vendor Onboarding Confirmation

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you that your onboarding as a vendor with [Company Name] has been successfully completed. Your vendor profile has been created, and you are now officially part of our vendor network.

We appreciate your cooperation and commitment during this process. Please take note of the following details:

- Vendor ID: [Insert Vendor ID]
- Contact Person: [Insert Contact Name]
- Email: [Insert Email]
- Phone: [Insert Phone Number]

For any queries or further assistance, please do not hesitate to reach out to us at [Company Contact Information]. We look forward to a successful partnership.

Thank you for your collaboration.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]