

Vendor Onboarding Information Request

Dear [Vendor Name],

We are pleased to inform you that we are in the process of onboarding your organization as a vendor with [Your Company Name]. To facilitate this process, we kindly request the following information from you:

- Company Name:
- Address:
- Contact Person:
- Email Address:
- Phone Number:
- Tax Identification Number (TIN):
- Bank Account Information (for payment purposes):
- Copy of Business License:
- Vendor Agreement (attached):

Please send the requested information to [Your Email Address] by [Deadline Date]. If you have any questions, feel free to reach out.

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]