

# Vendor Onboarding Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We are pleased to inform you that [Your Company Name] is interested in onboarding you as a new supplier. We believe that your products/services align with our business needs and objectives.

In order to proceed with the onboarding process, please provide us with the following information:

- Company Profile
- Product/Service Catalog
- Pricing Information
- References
- Completed W-9 or tax forms

Once we receive the required information, our team will review and contact you for further steps. We look forward to a successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]