

Vendor Onboarding Acceptance

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you that your application for vendor onboarding has been accepted. We appreciate your interest in partnering with us and are excited to begin this collaboration.

As part of our onboarding process, please ensure that you complete the following steps:

- Submit all necessary documentation.
- Review and sign the vendor agreement.
- Schedule an onboarding meeting with our procurement team.

If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]