

Vendor Approval Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you that your vendor assessment has been successfully completed. After thorough evaluation, we are happy to confirm your approval as a vendor for [Company Name].

This approval is effective as of [Effective Date] and is based on the following criteria:

- Compliance with Company Standards
- Quality of Service/Product
- Competitive Pricing
- Timely Delivery

We look forward to a successful partnership and are confident that our collaboration will yield mutual benefits.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]