

Dear [Vendor Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of our vendor approval application submitted on [Submission Date]. We understand that this process can take time, but we would appreciate any updates you could provide.

Please let us know if there are any additional documents or information required to expedite the approval process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]