

Vendor Approval Request

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally request the approval of [Supplier Company Name] as a new vendor for our organization. After conducting preliminary research, we believe that [Supplier Company Name] can provide high-quality products/services that align with our requirements.

Details of the vendor are as follows:

- Company Name: [Supplier Company Name]
- Contact Person: [Contact Person's Name]
- Email: [Contact Person's Email]
- Phone Number: [Contact Person's Phone Number]

We have attached relevant documentation, including their business registration, product/service catalog, and testimonials from existing clients to facilitate your evaluation process.

We kindly request your attention to this matter and look forward to your feedback on whether we can proceed with the evaluation of [Supplier Company Name]. Please feel free to reach out if you require any further information.

Thank you for considering our request. We appreciate your support in ensuring we partner with the best suppliers for our needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]