

Vendor Relationship Establishment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Vendor Name]
[Vendor Company Name]
[Vendor Company Address]
[City, State, Zip Code]

Dear [Vendor Name],

We are excited to initiate a partnership with [Vendor Company Name]. After reviewing your offerings and capabilities, we believe that your services/products align well with our needs and objectives.

We are looking forward to building a strong relationship that will benefit both of our companies. Please let us know a convenient time for us to discuss the next steps in our vendor relationship, including any agreements or requirements needed to proceed.

Thank you for your attention, and we look forward to collaborating with you.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]