

Vendor Prequalification Approval

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your company has been approved for vendor prequalification with [Your Company's Name]. This approval signifies that your organization meets our criteria for quality, reliability, and compliance with our operational standards.

Your prequalification will be valid for [Specify Duration]. During this period, we encourage you to keep your information current, as any significant changes may affect your status.

We look forward to the opportunity of working together and fostering a mutually beneficial relationship.

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

Thank you for your interest in partnering with [Your Company's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]