

# Vendor Introduction & Welcome

[Your Company Letterhead]

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to introduce your company as our new vendor. We look forward to a successful partnership and are excited about the opportunities that lie ahead.

At [Your Company Name], we value quality and reliability, and we believe that your services/products align perfectly with our mission. We are committed to providing you with the support you need for a smooth integration.

Please find the attached documentation outlining our operational procedures, expectations, and key contacts.

If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]