

# Vendor Contribution Bonus Inquiry

Date: [Insert Date]

Dear [Vendor Name],

I hope this message finds you well. I am reaching out to inquire about the vendor contribution bonus associated with our recent collaborations.

As we continuously strive to enhance our partnership, understanding the criteria for the bonus and any necessary documentation would be greatly appreciated. This information will help us ensure compliance and celebrate our shared successes.

Please let me know a convenient time for us to discuss this matter further or if you could provide the necessary details via email.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]