

Vendor Recognition Bonus Documentation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your company, [Vendor Name], has been recognized for its outstanding service and contribution to our operations. As a token of our appreciation, we are awarding you a Vendor Recognition Bonus.

Bonus Amount: \$[Insert Amount]

Payment Date: [Insert Payment Date]

Thank you for your dedication and commitment to excellence. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]