

Vendor Retention Bonus Justification

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Name]

Subject: Justification for Vendor Retention Bonus

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally justify the allocation of a retention bonus for your exceptional services during the past year.

[Vendor's Company Name] has consistently delivered exceptional quality of service, demonstrated a high level of professionalism, and contributed significantly to our overall success. Your team's commitment to meeting deadlines and proactive communication have exceeded our expectations, ensuring that our projects remain on track and within budget.

In light of the ongoing partnership and future projects we have lined up, we believe that a retention bonus is warranted as a means to recognize your hard work and to encourage continued collaboration. This bonus will not only help to solidify our relationship but will also act as an incentive for your team to maintain the high standards we have come to rely upon.

We propose a retention bonus of [insert amount or percentage], which we believe reflects the value your team brings to our business. We are confident that, with this support, we can continue to achieve outstanding results together.

Thank you for your ongoing partnership. I look forward to discussing this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]