

# Last Call for Vendor Document Submission

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Last Call for Document Submission

Dear [Vendor Name],

We hope this message finds you well. This is a final reminder regarding the submission of necessary documents for your vendor registration with [Your Company Name].

Please submit the following documents by [Insert Deadline]:

- Business License
- Tax Identification Number
- Insurance Certificates
- Bank Account Information

Failure to submit these documents by the deadline may affect your ability to perform services as a vendor for our company.

Thank you for your immediate attention to this matter. Please reach out if you have any questions or need assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]