

# Notification for Pending Vendor Documents

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Reminder: Pending Vendor Documents

Dear [Vendor Name],

We hope this message finds you well. This is a reminder that we are still awaiting the following documents from your side:

- [Document 1]
- [Document 2]
- [Document 3]

It is important to submit these documents at your earliest convenience to avoid any delays in processing your account.

If you have already sent the documents, please disregard this message. Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]