

Reminder for Outstanding Vendor Documents

Dear [Vendor Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding documents that we require in order to complete your vendor registration.

As of today, we have yet to receive the following documents:

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

We kindly ask that you send these documents to us by [Deadline Date] to avoid any delays in processing your account.

If you have already sent these documents, please disregard this notice. If you have any questions or need further clarification, do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]