

Vendor Service Continuation Approval

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to inform you that your request for the continuation of services with [Your Company Name] has been approved. We appreciate the quality and reliability of your services and look forward to our continued partnership.

Please ensure that all services continue according to the terms outlined in our existing agreement. Any changes or updates should be communicated in advance.

Thank you for your ongoing commitment to excellence. We are excited to work together moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]