

Vendor Rebate Application Process

To: [Vendor Name]

From: [Your Company Name]

Date: [Insert Date]

Subject: Vendor Rebate Application

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing partnership and in accordance with our agreement, we are submitting our application for the vendor rebate applicable for the period of [Start Date] to [End Date].

Details of the Rebate Application

- **Vendor Name:** [Vendor Name]
- **Rebate Period:** [Start Date] to [End Date]
- **Total Invoice Amount:** [Total Amount]
- **Rebate Percentage:** [Percentage] %
- **Expected Rebate Amount:** [Calculated Amount]

Attached to this letter, you will find the necessary documentation, including invoices and purchase orders, for your review. Please confirm receipt of this application and let us know if you require any additional information.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]