

Vendor Rebate Deadline Notification

Dear [Vendor's Name],

We hope this message finds you well. We would like to remind you that the deadline for submitting your rebate claims for the current period is approaching quickly. Please ensure that all necessary documentation is submitted by **[Deadline Date]** to avoid any delays in processing your rebate.

To assist you in this process, kindly refer to the following steps:

- Submit all claims via [Submission Method]
- Ensure all invoices and required documentation are attached
- Contact us at [Contact Information] for any questions or concerns

Thank you for your attention to this matter, and we look forward to receiving your submissions.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]