

# Vendor Rebate Eligibility Criteria

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Rebate Eligibility Criteria

Dear [Vendor Name],

We appreciate your partnership and are pleased to inform you about the criteria for eligibility for vendor rebates in the upcoming quarter.

## Eligibility Criteria:

- Minimum purchase volume: [Specify Amount]
- Timely payment: Payments must be received within [Specify Days] days of invoice date.
- Compliance with product specifications and quality standards.
- Participation in promotional activities and marketing support.
- Submission of rebate claims within [Specify Duration] after the billing period.

We encourage you to review these criteria carefully and reach out to us if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]