

# Vendor Rebate Participation Instructions

Dear [Vendor Name],

We are pleased to invite you to participate in our Vendor Rebate Program. Please follow the instructions below to ensure your successful enrollment and participation.

## Step 1: Review the Program Guidelines

Attached to this letter, you will find the program guidelines that outline the terms, rebate percentages, and eligibility criteria.

## Step 2: Complete the Enrollment Form

To enroll in the program, please complete the attached Enrollment Form and return it to us by [Due Date].

## Step 3: Submit Required Documentation

Submit the following documents along with your Enrollment Form:

- Proof of purchase agreements
- Sales reports for the last quarter
- Any additional documentation as specified in the guidelines

## Step 4: Confirmation of Participation

Once we receive your enrollment form and documentation, we will process your application and send you a confirmation email by [Confirmation Date].

## Contact Information

If you have any questions regarding the rebate program, please feel free to contact us at [Contact Email] or [Contact Phone Number].

Thank you for your participation, and we look forward to working together to achieve mutual success!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[Company Phone Number]