

# Vendor Rebate Reward Structure

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you about our new vendor rebate reward structure that will enhance our partnership and provide you with additional financial benefits based on sales performance.

## Rebate Structure Overview

- **Tier 1:** Sales of \$0 - \$10,000 will receive a 2% rebate.
- **Tier 2:** Sales of \$10,001 - \$25,000 will receive a 3% rebate.
- **Tier 3:** Sales of \$25,001 and above will receive a 5% rebate.

## Rebate Calculation

Rebates will be calculated quarterly and will be paid out within 30 days of each quarter's closing. To qualify for rebates, sales must be reported accurately in a timely manner.

## Terms and Conditions

Rebates are subject to change based on market conditions. Please review the attached terms and conditions document for more details.

We value our partnership and are excited about the opportunity to grow together. If you have any questions regarding the rebate structure, please do not hesitate to contact us.

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]