

# Vendor Rebate Approval Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

City, State, Zip: [City, State, Zip]

Dear [Vendor Contact Name],

We are pleased to inform you that your request for rebate approval has been granted as part of the renewal of our contract dated [Contract Date].

The approved rebate terms are as follows:

- Rebate Percentage: [Insert Percentage]
- Rebate Period: [Start Date] to [End Date]
- Conditions: [Insert Conditions]

We appreciate your ongoing partnership and look forward to continued success together. Please confirm your acceptance of these terms by signing and returning the attached agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]