

# Vendor Material Usage Rights Confirmation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to confirm the material usage rights associated with the supplies and products we have procured from your company. As per our agreement, we seek to clarify the following:

1. Permission for usage of materials in the production of [Product/Service].
2. Details regarding any restrictions on the use of said materials.
3. Duration of the usage rights.

Please confirm your acceptance of these terms by signing below and returning this letter to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Vendor Confirmation:

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[Vendor Representative Name]

[Vendor Position]