

# Vendor Visitor Approval Application

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to request approval for [Vendor's Name], who is scheduled to visit our facility on [Date of Visit]. The purpose of this visit is to [briefly explain purpose, e.g., discuss ongoing projects, conduct a training session, etc.].

Vendor Details:

- Name: [Vendor's Name]
- Company: [Vendor's Company]
- Contact Number: [Vendor's Contact]
- Email: [Vendor's Email]

We assure you that all necessary precautions and protocols will be followed during their visit in line with our safety regulations.

Please let us know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt approval.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]