

Vendor Visitor Permission Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request permission for our vendor representative, [Vendor's Name], to visit our premises on [Insert Date(s)]. The purpose of this visit is to [describe the purpose, e.g., discuss upcoming projects, deliver products, etc.].

We believe that this meeting will be beneficial in helping us [explain the anticipated outcome of the visit].

Please let us know if we need to complete any additional forms or if there are specific protocols to follow for visitor security.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]