

First Contact Notification for New Vendor

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you that you have been selected as a new vendor for [Your Company Name]. We appreciate your interest in working with us and look forward to a mutually beneficial partnership.

To ensure a smooth onboarding process, we kindly ask you to provide the following documentation:

- Completed Vendor Registration Form
- Tax Identification Number (TIN)
- Insurance Certificates
- References from other clients

Please send the required documents to [Your Contact Email] by [Deadline Date]. Should you have any questions, feel free to reach out to us at [Your Contact Phone Number].

Thank you for your cooperation, and welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Phone Number]

[Your Contact Email]