

# Acknowledgment of Vendor Terms

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hereby acknowledge receipt of your vendor terms and conditions as outlined in the document provided to us on [insert date of receipt]. We have reviewed the terms and conditions and agree to adhere to them in our business transactions.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]