

Vendor Engagement Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to formally engage your services for [insert purpose, e.g., supply of products, consulting services, etc.]. This letter serves as an agreement between [Your Company Name] and [Vendor Name].

Project Details

Project Name: [Insert Project Name]

Scope of Work: [Briefly describe the scope]

Timeline: [Insert start and end dates]

Financial Agreement

Agreed Amount: [Insert amount]

Payment Terms: [Insert payment terms]

Contact Information

For any queries, please contact:

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

We look forward to a successful partnership and appreciate your commitment to delivering quality service.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]