

# Vendor Partnership Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to confirm our partnership with [Vendor Company Name], effective [Start Date]. We are excited about the opportunity to work together and believe that our collaboration will bring substantial benefits to both parties.

As discussed, the terms of our partnership include:

- Scope of Work: [Describe Scope]
- Contract Duration: [Duration]
- Payment Terms: [Terms]
- Communication Protocol: [Details]

Please review the details above and confirm your acceptance of this partnership by signing below. We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

Accepted by:

[Vendor Contact Name]

[Vendor Position]

[Vendor Company Name]

Date: \_\_\_\_\_