

# Vendor Relationship Establishment

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 Name],

We are excited to formally establish a relationship with you as a valued vendor for [Your Company Name]. We are confident that your products/services will significantly contribute to our operations and help us achieve our goals.

We look forward to working closely with your team to ensure a successful partnership. Please find attached our terms and conditions, and do not hesitate to reach out if you have any questions.

Thank you for your cooperation. We anticipate a fruitful collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]