

Vendor Approval Acceptance

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that after careful evaluation of your submitted proposal and qualifications, [Your Company Name] has approved your application as a qualified vendor for our upcoming projects.

Your company has met all criteria required by our selection committee, and we look forward to establishing a mutually beneficial business relationship moving forward.

Enclosed with this letter are the terms and conditions that will govern our engagement. Please review them carefully and confirm your acceptance by signing and returning the agreement by [Insert Deadline Date].

If you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your interest in partnering with [Your Company Name]. We are excited about the possibilities ahead.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]