

# Vendor Approval Acknowledgment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to acknowledge the receipt of your bid submission for [Project/Service Name]. We appreciate the time and effort you put into your proposal.

As part of our vendor approval process, your submission will be reviewed by the appropriate team members. We will communicate our decision regarding your approval status by [Insert Decision Date].

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your interest in partnering with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]