

# Vendor Approval Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

City, State, Zip: [City, State, Zip]

Dear [Supplier Contact Name],

We are pleased to inform you that your application to become an approved vendor for [Your Company Name] has been successfully reviewed and accepted.

As a result, you are now authorized to supply goods and services to our company. We look forward to building a successful partnership and appreciate your commitment to meeting our quality standards and service expectations.

Please find attached our vendor guidelines and purchase order procedures for your reference.

If you have any questions or require further information, please do not hesitate to contact us.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]