

Vendor Approval Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your application for vendor approval has been successfully reviewed and accepted. Your services have been evaluated based on our requirements, and we are excited to add you to our approved vendor list.

Please find below the details of your approval:

- Vendor Name: [Vendor Name]
- Service(s) Provided: [List of Services]
- Approval Date: [Insert Date]
- Approval Number: [Insert Approval Number]

We look forward to collaborating with you and appreciate your commitment to excellence. If you have any questions or need further information, please do not hesitate to contact us.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]