

Vendor Approval Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are pleased to inform you that your request for contract renewal with [Your Company Name] has been approved. The details of the renewed contract are as follows:

Contract Details

- **Contract Number:** [Contract Number]
- **Effective Date:** [Effective Date]
- **Expiration Date:** [Expiration Date]
- **Scope of Services:** [Brief description of services]
- **Terms and Conditions:** [Summary of important terms]

We appreciate the quality of service you have provided and look forward to continuing our partnership. Please review the contract attached and confirm your acceptance by signing and returning a copy.

If you have any questions or concerns, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]