

Vendor Approval Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your company has been approved as a vendor for our partnership agreement. After careful consideration of your proposal, we believe that your products/services align well with our business needs.

Please find attached the partnership agreement for your review. We look forward to working closely with you and achieving mutual success.

If you have any questions, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]