

Vendor Approval Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your company has been approved as a vendor for [Company Name] following our procurement process. Your commitment to quality and compliance with our standards has been duly recognized.

As an approved vendor, you are now eligible to participate in upcoming tenders and procurement opportunities. We look forward to a successful partnership and encourage you to review the attached terms and conditions.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]