

# Vendor Agreement Offer

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to offer you a vendor agreement with [Your Company Name]. This agreement will enable us to collaborate effectively and enhance our business relationship. The terms of the agreement are as follows:

## 1. Scope of Services

[Description of services/product to be provided]

## 2. Compensation

[Details on compensation, payment terms, etc.]

## 3. Duration

[Duration of the agreement]

## 4. Confidentiality

[Confidentiality terms]

Please review the terms and let us know if you have any questions. If you agree to the terms, kindly sign and return a copy of this letter by [Deadline Date].

We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]