

# Supplier Onboarding Status Update

Dear [Supplier Name],

We hope this message finds you well. We are writing to provide you with an update on the status of your onboarding process with [Your Company Name].

As of today, we have completed the following steps:

- Initial application review: **Completed**
- Background checks: **In Progress**
- Documentation submission: **Pending**
- Contract negotiation: **Scheduled for [Date]**

Please ensure that all required documents are submitted by [Deadline Date] to avoid any delays in the onboarding process. If you have questions or need further assistance, do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]