

# Inquiry for Vendor Registration Number

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to inquire about the status of our vendor registration number, which we submitted on [insert submission date]. As we are eager to proceed with our collaboration, receiving this information at your earliest convenience would be greatly appreciated.

If there are any further requirements or documentation needed from our side, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]