

# Vendor Code Request Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to inform you that your request for a vendor code has been received and is currently being processed. Your vendor code will enable us to streamline our transactions and maintain accurate records.

Please allow [number of days] business days for processing. We will notify you as soon as your vendor code is assigned.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]