

Supplier Appointment Confirmation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are pleased to inform you that your appointment as a supplier has been confirmed. We appreciate your cooperation and look forward to working together.

Details of your appointment are as follows:

- Appointment Start Date: [Insert Start Date]
- Contract Duration: [Insert Duration]
- Contact Person: [Insert Contact Person]

Please feel free to reach out to us if you have any questions or require further information.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]