

Vendor Application Status Confirmation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to confirm the status of your vendor application submitted on [Insert Submission Date]. We appreciate your interest in partnering with our company.

As of today, your application is currently being reviewed. We will notify you of our decision by [Insert Decision Date]. Should you have any questions in the meantime, please do not hesitate to reach out to us.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]