

Next Steps for Your Vendor Application

Dear [Vendor Name],

Thank you for your interest in becoming a vendor with [Company Name]. We have received your application and appreciate your patience as we review it.

Next Steps:

1. **Application Review:** Our team will review your application by [Review Deadline].
2. **Follow-Up Interview:** If selected, we will contact you to schedule a follow-up interview by [Contact Date].
3. **Documentation Submission:** After the interview, you may be required to submit additional documentation by [Documentation Deadline].
4. **Approval Notification:** We will notify you of our decision by [Notification Date].

If you have any questions during this process, please do not hesitate to reach out to us at [Contact Information].

Thank you for your interest in partnering with [Company Name]. We look forward to potentially working together.

Best regards,
[Your Name]
[Your Title]
[Company Name]