

Vendor Contract Finalization Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that the contract between [Your Company Name] and [Vendor Name] has been finalized. We appreciate your cooperation and look forward to a successful partnership.

Enclosed with this letter, you will find the finalized contract for your review. Please sign and return a copy by [Insert Deadline].

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]