

Vendor Agreement Execution Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you that the vendor agreement between [Your Company Name] and your esteemed company has been executed successfully. This agreement outlines the terms and conditions of our collaboration.

Enclosed, please find a copy of the signed agreement for your records. We believe that this partnership will be mutually beneficial and look forward to a successful working relationship.

If you have any questions or require further clarification regarding the agreement, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]