

Vendor Negotiation Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to confirm the commencement of negotiations with your esteemed company regarding [specific products/services] that we are interested in procuring. We believe that this collaboration could prove mutually beneficial for both parties.

The initial meeting is scheduled for [insert date and time], and it will take place at [insert location or specify if it will be a virtual meeting]. This meeting will allow us to discuss our requirements in detail and explore potential terms of engagement.

We look forward to your confirmation of the proposed meeting date and any additional agenda items you would like to discuss. Please feel free to reach out if you have any questions or require further information.

Thank you, and we look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]