

# Proposal for Vendor Agreement

Date: [Insert Date]

To: [Vendor's Name]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

We are excited to present this proposal for establishing a vendor agreement between [Your Company Name] and [Vendor's Company Name]. This agreement aims to formalize our partnership and outline the terms under which we will collaborate.

## Scope of Agreement

This agreement will cover the following aspects:

- Products/Services Offered: [List Products/Services]
- Pricing Structure: [Outline Pricing]
- Delivery Terms: [Detail Delivery Terms]
- Payment Terms: [Describe Payment Terms]

## Duration of Agreement

The initial term of this agreement will be [specify duration], with options to extend upon mutual consent.

## Next Steps

If you agree to the proposed terms, please sign and return a copy of this letter by [Insert Deadline]. We are looking forward to fostering a successful partnership.

Thank you for considering this proposal. Should you have any questions or require further details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]