

Supplier Agreement Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address Line 1]

[Supplier Address Line 2]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to inform you that your supplier agreement with [Your Company Name] has been successfully executed. This agreement is effective as of [Agreement Start Date] and will remain in effect until [Agreement End Date], unless terminated per the terms outlined in the agreement.

Please review the attached document that outlines the terms and conditions agreed upon. Should you have any questions or require further clarification, do not hesitate to reach out.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address Line 1]

[Your Company Address Line 2]

[City, State, Zip Code]

[Your Contact Information]