

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Approval of Vendor Application

We are pleased to inform you that your application to become an approved vendor for [Your Company Name] has been reviewed and approved. We appreciate your partnership and look forward to collaborating with you. Details of the approval are as follows:

- Vendor Name: [Vendor's Name]
- Vendor ID: [Vendor ID]
- Effective Date: [Approval Date]
- Expiration Date (if applicable): [Expiration Date]

Please ensure that you comply with our operational guidelines and standards as specified in the vendor agreement. We value your services and look forward to a successful partnership.

If you have any questions or require further information, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]