

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Welcome to Our Approved Vendor Network

Dear [Vendor Contact Name],

We are pleased to inform you that **[Your Company Name]** has officially approved **[Vendor Company Name]** as an authorized vendor within our network.

Following a thorough review of your application and qualifications, we believe your services align with our standards for quality and reliability. We look forward to a mutually beneficial professional relationship.

Your vendor account has been established in our system. Please take note of the following details:

- **Vendor ID:** [Vendor ID Number]
- **Payment Terms:** [e.g., Net 30]
- **Primary Contact:** [Name of Internal Procurement Manager]

Please ensure that all future invoices and correspondence include your Vendor ID and a valid Purchase Order (PO) number to ensure timely processing.

If you have any questions regarding our procurement process or portal access, please contact our accounts department at [Email Address] or [Phone Number].

Welcome aboard. We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]