

[Date]

[Vendor Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

**Subject: Notice of Vendor Application Approval**

Dear [Contact Person Name],

We are pleased to inform you that your application to become an official vendor for [Company Name] has been approved. After reviewing your proposal and documentation, we believe your products and services align well with our current operational needs.

As an approved vendor, you have been added to our official procurement registry. Your assigned Vendor ID is: **[Vendor ID Number]**. Please reference this number in all future correspondence and invoicing.

To finalize the onboarding process, please find the following documents attached:

- Official Vendor Agreement
- Purchase Order Terms and Conditions
- Payment and Invoicing Instructions

Please sign and return the Vendor Agreement by [Deadline Date] to ensure there are no delays in our initial procurement cycle. Once received, our purchasing department will contact you regarding the first order requirements.

We look forward to a productive and mutually beneficial business relationship.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]