

[Date]

[Contact Name]

[Vendor Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Acknowledgment of Vendor Application - [Your Company Name]

Dear [Contact Name],

Thank you for submitting your vendor application to [Your Company Name]. We have successfully received your documents and information.

Our procurement team is currently reviewing your application to ensure it aligns with our current business requirements and quality standards. This review process typically takes [Number] business days.

If we require any additional information or documentation, we will contact you directly. Once the review is complete, we will notify you regarding the status of your application and any next steps for potential partnership.

We appreciate your interest in working with us.

Sincerely,

[Your Name/Department Name]

[Your Title]

[Your Company Name]