

[Date]

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

Subject: Update on Your Vendor Application - [Application Reference Number]

Dear [Vendor Contact Name],

Thank you for submitting your application to become an approved vendor for [Your Company Name]. We appreciate the time and effort you took to provide information about your products and services.

We have completed the initial review of your application. Please see the current status of your request below:

Current Status: [Approved / Provisionally Approved / Pending Further Info / Declined]

Status Details:

[Insert specific details here. Examples: - Your company has been added to our preferred vendor list effective immediately. - We require additional documentation regarding your liability insurance. - We have decided not to move forward with your application at this time due to current capacity.]

Next Steps:

[Insert next steps here. Examples: - Please log in to the vendor portal to complete your profile. - Please submit the missing documents by (Date). - No further action is required at this time.]

If you have any questions regarding this review or the status of your application, please contact our procurement department at [Phone Number] or [Email Address].

Best regards,

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