

# Vendor Confirmation Letter

Dear [Vendor's Name],

RE: Vendor Confirmation Letter

I am writing to formally confirm our business relationship as a vendor for [Your Company Name]. We have thoroughly reviewed your proposal and are pleased to accept your offer to provide [description of goods or services] to our company.

We appreciate the professionalism and attention to detail demonstrated in your proposal. The terms and conditions outlined in the proposal, including pricing, delivery schedules, and any other specific requirements, are acceptable to us.

In order to proceed with the partnership, we kindly request that you provide us with the necessary documentation, including:

1. A signed copy of this confirmation letter indicating your acceptance of the terms and conditions.
2. A copy of your company's business license and any applicable certifications.
3. Proof of insurance coverage, including liability and worker's compensation (if applicable).
4. W-9 form or any other tax-related forms as required by our accounting department.

Upon receipt and verification of the aforementioned documents, we will proceed with the necessary steps to formalize our agreement. Once the agreement is finalized, we expect that both parties will adhere to the agreed-upon terms and work towards a mutually beneficial partnership.

Should any changes or revisions to the proposed terms be necessary, we kindly request that you notify us in writing as soon as possible so that we may address them accordingly.

We look forward to a successful collaboration with your company. If you have any questions or require further clarification, please do not hesitate to contact me directly at [your contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]