

(Mention the name of the sender)

(Mention the designation of the sender)

(Name of the company)

(Mention the detailed address)

(Mention the contact information)

(Date)

To,

(Mention the name of the Recipient)

(Designation of the recipient)

(Name of the company)

(Mention the address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter to Welcome New Vendor

Dear (Name of the Recipient),

We are very happy to hire you (Mention the name and details of the company) as our new vendor regarding our business of (Mention the details). The management of our company (Mention the name and details of the company) believes in believing long-term business relationships with our vendors.

As an old partner of our business regarding (mention the details) of the previous times, you know that we have a good number of markets in the well-known cities of the entire state. Therefore, we need high volumes of supplies within the right time for delivery. In addition to this, we need to maintain the good quality of our all kinds of products.

Also, a good relationship with both our clients and suppliers is a very important part of our successful business. Hence, we want to appoint new as our new vendor regarding our products (Mention the details) for the next (Mention the time) years.

You are requested to start your work within (Mention the details) weeks. All the bills and invoices should be directed to our department (Mention the details). The contact details of the department are (Mention the details).

If you need any other information, please contact our in charge of (Mention the details) Mr. (Mention the name) within the office hours.

We are looking forward to maintaining our productive relationship with you.

Thank you very much.

With regards,

(Mention the name of the sender)