

Vendor Approval Email

Subject: Vendor Approval - [Company Name]

Hello [Recipient],

Following our due diligence process, [Vendor Company Name] has been approved as an authorized supplier for [products/services category].

Their proposal met our requirements for:

- Quality standards
- Pricing competitiveness
- Delivery capabilities
- Compliance certifications

You may now proceed with issuing purchase orders to this vendor up to the authorized limit of [amount] per transaction. Any orders exceeding this threshold require additional approval from [authority].

Please add them to our approved vendor database and ensure all transactions are properly documented.

Thank you,

[Your Name]

[Procurement Department]

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