

Supply Chain Vendor Contract

Subject: Vendor Agreement Contract Confirmation

Dear [Vendor Name],

We are pleased to confirm the vendor agreement contract between [Your Company] and [Vendor Company] for the supply of [Products/Services]. This letter acknowledges our mutual acceptance of the contract terms dated [Date].

The agreement establishes [Vendor Name] as an approved supplier with delivery schedules, quality standards, and pricing as specified in the contract. The initial term runs from [Start Date] to [End Date] with renewal options.

Purchase orders will be issued according to our forecasted needs, and all shipments must comply with the quality specifications outlined in Appendix B. Payment terms are net 45 days from invoice date.

We look forward to a productive business relationship.

Sincerely,

[Your Name]

[Procurement Manager]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/contract-agreement-letter>