Template for Vendor Appointment Letter

Dear [Name of the Vendor],

Re: Vendor Appointment Letter

We are pleased to officially appoint you as a vendor for [Specify the product(s) or service(s)] with effect from [Effective Date]. This formal appointment is in accordance with the terms and conditions mutually agreed upon between [Your Company Name] and [Name of the Vendor].

1. Product/Service: You will be responsible for providing [Specify the product(s) or service(s)] to [Your Company Name] as outlined in the attached vendor agreement.

2. Terms and Conditions: Your appointment as a vendor is subject to the terms and conditions detailed in the attached vendor agreement.

3. Pricing and Payment Terms: Pricing and payment terms are specified in the attached vendor agreement.

4. Deliverables: You are required to deliver the products/services in accordance with the agreed-upon schedule and quality standards. Any deviations from this must be communicated and approved in advance.

5. Compliance: You are obligated to comply with all applicable laws and regulations governing the provision of your products/services.

6. Confidentiality: You are required to sign and adhere to a non-disclosure agreement (NDA) to safeguard our proprietary information.

7. Termination: Either party may terminate this vendor appointment for cause in accordance with the terms specified in the vendor agreement. Additionally, either party may terminate this appointment without cause upon providing written notice in accordance with the terms mentioned in the agreement.

8. Governing Law: This vendor appointment will be governed by the laws of [Specify the governing jurisdiction].

Please review the attached vendor agreement, which outlines the comprehensive terms and

conditions of this appointment. It is important that you fully understand and acknowledge the responsibilities and obligations outlined in this document.

We believe that this partnership will be mutually beneficial and lead to successful business endeavors. If you have any questions or require further clarification regarding any aspect of this appointment, please do not hesitate to contact us.

We look forward to a prosperous business relationship.

Sincerely,

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