

Temporary approval subject to further verification

Subject: Provisional Vendor Approval

Dear [Vendor Name],

We are pleased to grant you provisional approval as a vendor for [Company Name]. This approval is valid for a period of [X months] and is subject to submission of all pending documents and compliance verification.

Kindly submit the required documents at the earliest so we can confirm your permanent vendor status.

Thank you for your cooperation.

Best regards,

[Authorized Signatory]

[Designation]

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