

Formal approval with specified terms and conditions

Subject: Vendor Approval and Terms of Engagement

Dear [Vendor Name],

This letter serves as an official approval of your vendor registration with [Company Name]. You are authorized to supply the following products/services: [List Products/Services].

The approval is subject to the following terms and conditions:

1. Timely delivery of goods/services as per agreed schedules.
2. Compliance with all applicable regulations and standards.
3. Submission of invoices and payment terms as outlined in the vendor agreement.

We look forward to a mutually beneficial relationship.

Sincerely,

[Authorized Signatory]

[Designation]

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