[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Confirmation of Vendor Onboarding**

Dear [Vendor’s Name],

We are delighted to confirm that your onboarding process with [COMPANY NAME] has been successfully completed. Welcome to our network of trusted vendors!

Vendor Details:

* Vendor Name: [Vendor Name]
* Vendor ID/Reference Number: [Vendor ID, if applicable]
* Agreement Effective Date: [Start Date]

Next Steps:

Your account has been activated, and you are now authorized to provide [specific products/services] in accordance with the terms of our agreement. To get started:

* [*Log in to the vendor portal at [Portal Link] to review your profile and upload any outstanding documents.*]
* [*Submit your first invoice or proposal through [method, e.g., “our billing platform”].*]
* [*Review our vendor policies and guidelines attached to this email.]*

**Support and Questions**:

If you have any questions or require assistance with your vendor account, please don’t hesitate to contact us at [Email Address/Phone Number]. Our Vendor Relations team is here to ensure a smooth and successful partnership.

Thank you for choosing to partner with [COMPANY NAME]. We look forward to a collaborative and prosperous relationship!

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]