

Vendor Confirmation Letter for Third-Party Verification

Date: June 24, 2024

To,

[Vendor Company Name]

[Vendor Address Line 1]

[City, State, ZIP Code]

Subject: **Confirmation of Vendor Relationship for Third-Party Verification**

Dear Sir/Madam,

This letter is to formally confirm that **[Your Company Name]** has engaged the services of **[Vendor Company Name]** as an approved vendor. The details of our engagement are as follows:

Vendor Name: [Vendor Company Name]

Vendor Address: [Vendor Full Address]

Nature of Services/Products Provided: [Brief Description]

Engagement Period: [Start Date] to [End Date or “Ongoing”]

We confirm that this relationship is valid and active as of the date of this letter. Should you require any additional information or clarification, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Your Company Name]

[Contact Information]

Important Notes:

- This letter should be printed on official company letterhead.
- Ensure that all details, especially names and dates, are accurate and up-to-date.
- An authorized signatory from your company must sign the letter.
- This document may be used for audits, compliance, or due diligence by third parties.
- Maintain confidentiality and share only with authorized parties.