

YOUR LETTERHEAD HERE

Vendor Introductory Letter

<Date>

<Vendor Contact>

<Vendor Company>

<Vendor Address>

<Vendor Address>

Dear <Vendor Contact>:

<Your Company Name> has exciting plans for the upcoming year. The goal is to take our business and yours to the next level by showcasing the very dynamics that make our partnership so successful. We have retained the services of District Publishing to produce a high-quality, full-color corporate brochure that will highlight our alliance and ultimately lead to growth for both of our companies.

Because of the strength of our relationship and the quality of service and products you provide, your company has been chosen to be a featured partner in this new marketing initiative. The brochure will create a unified image and will be utilized to target and expand our business by increasing sales with current and prospective customers. Our representative from District Publishing, REPRESENTATIVE NAME, will provide you with further information and assistance to secure your position in our corporate brochure.

Most importantly, our team at <Your Company Name> would like to thank you for all of your support in the past. Our success would not have been possible without partners like you. We look forward to continuing our strong relationship with you and solidifying our future growth.

Sincerely,

<Your Name>

<Your Title>

Vendor Letter Instructions

1. Use Vendor Introductory Letter provided, **approved as is**. If approved, check here:
Use Vendor Introductory Letter **with changes noted above**. If approved with changes, check here:
2. Please print your name and title and sign below as you would like it to appear on the letter.

Client Name (print)

Title (print)

Client Signature