

# Company Details

Date:

Company Name:  
Current Address:

Contact Person: Mr.  
Designation:,  
Contact Number:  
Alternative Number:  
E-mailId:

We are writing this letter on behalf of . with  
reference to your mailer discussion held regarding the vendor registration which your  
company has mailed us.

We look forward to a great working relationship with you. We thank you for your time and  
wish you the best on behalf of our esteemed staff. We hope to hear from you soon.

Yours faithfully,

Signature  
Name & Designation: