[DATE]

Contact Name

Address

Address2

City/Province

Postal Code

**RE: WELCOME TO OUR NEW SUPPLIER!**

Dear [CONTACT NAME],

Please find enclosed a contract for you to sign. We would like to take this opportunity to welcome you as a supplier to our Company. We operate under a philosophy of a demand for high quality and a zero tolerance for error. Based on our research, that also describes [SUPPLIER NAME]. We are glad to be doing business with you.

[NAME] [EMAIL ADDRESS][CONTACT NUMBER]will be your primary contact for all incoming materials and orders. If you have any payment queries, contact our accounting office [NAME]. [HE/SHE]on [CONTACT NUMBER] will assist in sorting out any problems.

Once again, we welcome you and look forward to a prosperous relationship. If there is anything we can do further to help facilitate this new relationship, please do not hesitate to contact us.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]