

[DATE]

Contact Name  
Address  
Address2  
City, State/Province  
Zip/Postal Code

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

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Dear [CONTACT NAME],

With the signing of the enclosed contract, we would like to welcome you as a supplier to our Company. We have a high demand for quality and no tolerance for error. Based on our research, that also describes your firm. We are glad to be doing business with you.

[NAME] will be your primary contact for all incoming materials and orders. If you have a question about payment, contact [NAME] in our accounting office. [HE/SHE] will help you sort the matter out.

Again, welcome aboard. If there is anything we can do to help facilitate this new relationship, please do not hesitate to ask.

Sincerely,

[YOUR NAME]  
[YOUR TITLE]  
[YOUR PHONE NUMBER]  
[YOUREMAIL@YOURCOMPANY.COM]

[YOUR COMPANY NAME]  
[YOUR COMPLETE ADDRESS]  
Tel: [YOUR PHONE NUMBER] / Fax: [YOUR FAX NUMBER]  
[\[YOUR WEBSITE ADDRESS\]](#)