

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Preferred Vendor Partnership Agreement

Dear [Vendor Contact Name],

We are pleased to formally invite [Vendor Company Name] to join [Your Company Name] as a Preferred Vendor. Based on your consistent quality and reliable service, we wish to establish a formal partnership to streamline our future procurement processes.

1. Scope of Partnership

As a Preferred Vendor, [Vendor Company Name] will be the primary provider for [Specific Products/Services]. In exchange, [Your Company Name] agrees to prioritize your company for relevant orders and projects.

2. Pricing and Terms

The agreed-upon pricing for this partnership is [Fixed Rate / Percentage Discount]. Payment terms shall be [e.g., Net 30 days] from the date of invoice receipt.

3. Performance Standards

[Vendor Company Name] agrees to maintain the following standards:

- Delivery within [Number] business days of order placement.
- Consistent product quality as per specifications.
- Dedicated account management support.

4. Duration

This agreement is effective as of [Start Date] and shall remain in effect until [End Date/Termination Notice Period].

Please sign and return a copy of this letter to signify your acceptance of these terms.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Accepted by:

Signature: _____

Name: [Vendor Representative Name]

Date: _____