[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Congratulations: Award of Preferred Vendor Status**

Dear [Vendor’s Name],

We are delighted to inform you that [COMPANY NAME] has awarded your company **Preferred Vendor Statu**s in recognition of your outstanding performance, exceptional service, and consistent commitment to quality.

This designation reflects our confidence in your ability to meet our needs and aligns with our goal of fostering strong, mutually beneficial partnerships with top-performing vendors. As a Preferred Vendor, you will be considered a priority for future projects and opportunities, ensuring a more collaborative and impactful working relationship.

**Benefits of Preferred Vendor Status**:

* [*Benefit 1, e.g., “Priority consideration for upcoming contracts.”*]
* [*Benefit 2, e.g., “Streamlined procurement processes.”*]
* [*Benefit 3, e.g., “Access to exclusive partnership opportunities.”*]

We greatly appreciate the role you’ve played in supporting our business goals and look forward to continuing our successful partnership. If you have any questions or would like to discuss this designation further, please feel free to contact us at [Email Address/Phone Number].

Once again, congratulations on this well-deserved recognition!

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]