

## Error "Failed to send email to vendor"

- **Product:** Alma
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### Description

I want to send an email to a vendor, from the Communications tab of the vendor record, but I get the error "Failed to send email to vendor."

### Resolution

In order to send a communication to a vendor, please make sure:

1. The vendor has a preferred email in the "Contact Information" tab
2. The "Conversation letter" is activated (Configuration > General > Letters > Letter configuration)

### Additional information

[Communicating with vendors](#)

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