

# Request for Supplier Code

Date: [Insert date]

To: [Supplier's Name]  
[Supplier's Address]  
[City, State, ZIP]  
[Email Address]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request the establishment of a supplier code for our company, [Your Company Name], as we are looking to streamline our procurement processes with your esteemed organization.

As per our records, we have previously placed orders with your company and would like to continue our business relationship. Having a designated supplier code will greatly facilitate our transactions and ensure smoother communication.

Should you require any further information or documentation to process this request, please do not hesitate to let me know. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]