

Request for Supplier Code Assignment

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We are in the process of updating our supplier records and would like to formally request the assignment of a supplier code for [Your Company Name]. This will allow us to streamline our procurement processes and maintain accurate records for future transactions.

Please let us know if you require any further information or documentation for this request. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]