

# Vendor Classification Code Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally submit our request for classification under the vendor classification code. Our company, [Your Company Name], is seeking to be recognized as a qualified vendor in order to streamline our procurement process.

Attached to this letter, you will find the necessary documents and information required for the classification, including:

- Completed Vendor Application Form
- Business License
- Tax Identification Number
- Proof of Insurance

We look forward to your prompt response to our submission. Should you need any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]