

Vendor Code Application

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

To: [Supplier's Company Name]

[Supplier's Company Address]

[City, State, ZIP]

Dear [Supplier's Contact Name],

We are pleased to submit our application for a vendor code as a supplier for [Your Company Name]. We believe that our products/services will complement your offerings and enhance mutual growth.

Please find the necessary documents attached, including our company profile, financial statements, and references that showcase our capabilities.

We appreciate your consideration and look forward to a positive response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]