

XYZ Company Letterhead (Your company letterhead)
Anywhere, USA

Company Name
Company address
(Phone Number)

Date:

United States Department of Agriculture
Agriculture Marketing Service
USDA, AMS, Commodity Procurement Program
1400 Independence Ave. SW
Washington, D.C. 20250
202-720-4517

To USDA/AMS Commodity Procurement Program:

The intent of the company letter is to introduce your company and demonstrate your capacity to meet the needs of USDA programs. The company letter must be on company letterhead and signed by a principal of the company.

You must select only ONE specification (e.g., canned vegetables, yogurt products, shell eggs) for your application. New vendors may undergo a probationary period during which they are awarded 10 truckloads or equivalent as determined by the Contracting Officer. Once half of this volume has been delivered, the probationary period may be lifted. Once you complete the probationary period, your company can apply to supply additional products.

The letter must:

- Identify the products you are interested in applying for, including pack sizes and capacity, under your ONE selected [Commodity Specification](#) or [CRD](#);
- Include a description of the company's historical business experience, including the number of years these or similar products have been sold in the commercial marketplace or to other governmental entities; and
- Describe your firm's record of integrity and business ethics.
- Resource: [Purchase Summary Reports](#).

Company Principal Representative Signature
Company Principal Representative Signature Block (must be typed and have contact information)
Title/Position of Company Principal Representative
Company Name
Email and Phone