

Only for Non-Manufacturers

XYZ Supplier Letterhead
Anywhere, USA

John Doe (Name of Supplier)
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 supplier letter is to demonstrate that your company has a written agreement with a supplier. The agreement must specify the product the supplier will provide. If a firm wishes to qualify as a small business concern as a non-manufacturer, explain how your company, as a non-manufacturer, will take ownership or possession of the item(s) using your personnel, equipment, or facilities in a manner consistent with industry practice (see 13 CFR 121.406(b) Non-Manufacturers).

Supplier letters must be from the manufacturer/supplier, on the manufacturer's letterhead, and signed by both you and the manufacturer.

The letters must:

- State the non-manufacturer will take ownership or possession of the product, if it qualifies as a small business,
- State the manufacturer is willing to provide product that meets the commodity specifications, and
- Include the Material Description (found here: [Commodity Specification](#) and [CRDs](#).)

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

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

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Effective June 2026