

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.

The letter must:

- Identify the products you are interested in applying for, including pack sizes and capacity, under your selected [Commodity Specification\(s\)](#) or [CRD\(s\)](#);
- 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