

[Your Name/Contact Person]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Purchasing Department]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

RE: Application for Preferred Vendor Status for Landscape and Grounds Maintenance

I am writing to formally express interest in becoming a preferred vendor for [Organization Name] regarding landscape and grounds maintenance services. With our extensive experience in commercial property care, we are confident that [Your Company Name] can provide the high-quality standards and reliability your organization requires.

Our core services include:

- Routine lawn care, mowing, and edging
- Tree and shrub pruning and health management
- Seasonal planting and flower bed maintenance
- Irrigation system monitoring and repair
- Hardscape maintenance and debris removal

We pride ourselves on our proactive communication, sustainable landscaping practices, and commitment to safety. We are fully licensed and insured, and we possess the equipment and manpower necessary to service properties of your scale efficiently.

Attached to this letter, please find our company profile, a list of current references, and proof of insurance. We would welcome the opportunity to discuss how our services can enhance the aesthetic and functional value of your properties.

Thank you for your time and for considering [Your Company Name] for your preferred vendor list. I look forward to hearing from you regarding the next steps in your application process.

Sincerely,

[Signature]

[Your Printed Name]  
[Your Job Title]