

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

[Date]

[Recipient Name]  
[Title, e.g., Broker/Owner or Vendor Manager]  
[Agency/Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Application for Preferred Vendor Status - Home Inspection Services**

Dear [Recipient Name],

I am writing to formally express my interest in joining [Agency/Company Name] as a preferred vendor for professional home inspection services. As a fully certified and insured inspection firm, [Company Name] is committed to providing the highest level of technical accuracy and customer service to your clients.

We understand the importance of timely and reliable reporting in the real estate process. Our services include:

- Comprehensive Residential Home Inspections
- [Additional Service, e.g., Radon Testing/Mold Assessment]
- Detailed Digital Reports delivered within [Number] hours
- Professional Consultation for buyers and sellers

Our company holds certifications from [Mention Associations, e.g., InterNACHI or ASHI] and maintains full General Liability and E&O insurance. We pride ourselves on our objective approach, ensuring that your clients have the confidence and clarity needed to make informed decisions.

Attached to this letter, you will find our company profile, copies of our professional licenses, and proof of insurance. We would welcome the opportunity to discuss how our services can add value to your team and your clientele.

Thank you for your time and consideration. I look forward to the possibility of working with [Agency/Company Name].

Sincerely,

[Signature]  
[Your Printed Name]  
[Your Title]