

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

[Date]

[Recipient Name]
[Title]
[Company/Property Management Name]
[Address]
[City, State, Zip Code]

RE: Application for Preferred Vendor Status - Licensed Plumbing Services

Dear [Recipient Name],

I am writing to formally express my interest in becoming a preferred vendor for [Company Name]. As a fully licensed and insured plumbing contractor with [Number] years of experience, [Your Company Name] specializes in providing high-quality residential and commercial plumbing solutions.

We understand the importance of reliable maintenance and rapid emergency response for your properties. Our team is committed to delivering professional workmanship, transparent pricing, and timely service. Our core services include:

- Emergency leak repairs and pipe bursts
- Water heater installation and maintenance
- Drain cleaning and hydro-jetting
- Backflow testing and prevention
- Fixture upgrades and general plumbing inspections

Please find attached our company profile, copies of our active plumbing licenses, and proof of comprehensive liability and workers' compensation insurance. We are also happy to provide references from current commercial clients upon request.

We would appreciate the opportunity to be added to your approved vendor list and to bid on any upcoming projects or maintenance contracts. Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]
[Title]