

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

[Date]

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

RE: Application for Preferred Vendor Status - Roofing and Exterior Maintenance

Dear [Recipient Name],

I am writing to formally express our interest in becoming a preferred vendor for [Organization Name] for all roofing and exterior maintenance requirements. With our extensive experience in the industry, [Your Company Name] is well-equipped to provide high-quality workmanship, reliable service, and competitive pricing for your property portfolio.

Our comprehensive range of services includes:

- Full roof inspections and diagnostic reporting
- Roof repairs, replacements, and emergency leak services
- Gutter cleaning, repair, and installation
- Siding and exterior cladding maintenance
- Preventative maintenance programs tailored to extend asset life

We pride ourselves on our commitment to safety, compliance, and professionalism. We carry full general liability and workers' compensation insurance, and our technicians are certified in the latest industry standards. We understand the importance of minimizing disruption to tenants and operations, and we ensure that every project site is maintained to the highest standards of cleanliness and safety.

Attached to this letter, please find our company profile, copies of our licenses and insurance certificates, and a list of professional references from current commercial clients.

We would appreciate the opportunity to discuss how our services can support your facility management goals. Please let us know if there is a formal pre-qualification process or application portal we should complete to finalize our status as a preferred vendor.

Thank you for your time and consideration. We look forward to the possibility of working with [Organization Name].

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]