

SOLE SOURCE SAMPLE LETTER

[Date]

To Whom It May Concern:

This letter is to confirm that the _____ (*Product Name*) _____ is a sole source product, manufactured, sold and distributed exclusively by _____ (*Company Name*) _____. No division of _____ (*Company Name*) _____, nor any other company, makes a similar or competing product. This product must be purchased directly by institutions from _____ (*Company Name*) _____ at the address listed above. There are no agents or dealers authorized to represent this product.

Additionally, competition is precluded by the existence of a an agreement with the manufacturer, who has given us an exclusive right to market this product (or patent, copyright, secret process or monopoly. *(Select and modify sentence to specify which is applicable.)*)

There is no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above names item(s) or product(s) because of exclusive distribution or marketing rights. *(Use any portion of this statement that is applicable as in the case of a film, manuscript, book, captive replacement part or component.)*

If you desire additional information, don't hesitate to contact me at (XXX) XXX-XXXX at any time or visit our website at XXXXXXXXXXXXX.XXX. Thank you for your interest in our products.

Sincerely,

John Doe
Title

****Please modify above language as necessary to describe how your organization qualifies to be a sole source vendor. Delete these lines from your final version.*