

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[GEM Approval Authority Name]

[GEM Approval Authority Address]

[City, State, Zip Code]

Subject: Request for OEM Letter for GEM Approval

Dear [Recipient's Name],

We, [Your Company Name], are pleased to submit this letter as part of our application for GEM approval for our product, [Product Name], which is manufactured under OEM specifications.

1. ****Product Description****:

- Name: [Product Name]
- Model Number: [Model Number]
- Description: [Brief description of the product]

2. ****OEM Details****:

- Manufacturer: [OEM Manufacturer's Name]
- Address: [OEM Manufacturer's Address]
- Contact Information: [OEM Manufacturer's Contact Information]

3. ****Compliance and Certification****:

- Our product complies with [mention any relevant standards, regulations, or certifications], ensuring quality and safety.

4. ****Supporting Documents****:

- Attached are the necessary documents including:
- OEM Agreement
- Product Specifications
- Relevant Certifications

We appreciate your consideration of our request and are looking forward to your positive response regarding the GEM approval process. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]