

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Subject: Original Equipment Manufacturer (OEM) Letter for GEM Submission

Dear [Recipient's Name],

We, [Your Company Name], located at [Your Company Address], are pleased to confirm our relationship with [OEM Partner's Name] regarding the [Product Name/Description]. This letter serves to validate our role as the Original Equipment Manufacturer for the aforementioned product and outlines the relevant details for the Government E-Marketplace (GEM) submission.

1. \*\*Product Details:\*\*

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

2. \*\*OEM Confirmation:\*\*

We affirm that [Your Company Name] is the sole manufacturer of the product listed above. All components and specifications are fully compliant with industry standards and regulatory requirements.

3. \*\*Authorization:\*\*

We grant permission for our product to be listed on the GEM platform under our name, and confirm that [OEM Partner's Name] is authorized to facilitate this listing.

4. \*\*Contact Information:\*\*

For any inquiries regarding this OEM letter or our product, please contact:

- [Your Name]
- [Your Position]
- [Your Contact Number]
- [Your Email Address]

We assure you of our commitment to quality and service excellence.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Website URL (if applicable)]