

Approval Letter Sample Format:

(Your Company Letterhead)

Date _____

RE: Application to supply goods

Dear «Supplier»,

Our business is committed to providing our customers with product that is of the highest quality and that complies with the requirements of the Alberta HACCP Advantage Standard.

To facilitate this commitment, we have implemented a food safety program that complies with these requirements. This program identifies the potential food safety hazards, introduces measures to control these hazards and action where necessary to control them.

A critical component of this food safety program requires that all suppliers of food, chemicals and packaging will demonstrate that their goods are produced with due care. This includes providing goods with packaging intact, undamaged, clean, and clearly labelled and within temperature control, where appropriate.

We therefore ask that you complete the attached application to join our Approved Suppliers List. Once completed, the form should be returned to us at the address below. All information supplied will be held in strict confidence.

We value our business relationship and upon receiving details of your commitment to a food safety program, we look forward to your assistance in offering our customers the highest possible level of food safety.

Yours sincerely,

Name: _____

Title/Details of Qualifications: _____

Address/Phone/Fax numbers: _____

Issue Date: _____

Developed by: _____

Date last revised: _____

Authorized by: _____

Date authorized: _____