



# UNIVERSITY *of* WASHINGTON

[Date]

University of Washington  
Procurement Services  
Box # 351130  
3917 University Way NE  
Seattle, WA 98105-1120

To Whom it May Concern:

The University of Washington is a leading public university founded in 1861, located in Seattle, Washington. The University of Washington has over 49,000 students and over 40,000 faculty, staff, researchers and medical staff.

The University of Washington utilizes an Ariba eProcurement system for online ordering by faculty, researchers, staff and students. [Contractor] is one of the University's eProcurement punch-out catalog suppliers. [Contractor] offers the ability to create custom quotes, an important feature to the University of Washington. The foregoing examples may or may not be applicable, depending on contractor capabilities and specifics of the request.

[Contractor] has been a contracted supplier for the past [number] years.

[Name]

[Signature]

Procurement Services  
Box # 351110  
3917 University Way NE  
Seattle, WA 98105-1120