Date: May 22, 2014

To: Procurement Officer

From: Your Name and Title here

Re: Sole Brand Purchase

The line items in this order must be NAME OF BRAND brand.

**Explain why you need this brand, such as:**

1. Is there compatibility issues?
2. Are there warranty issues?
3. Is there performance issues?

**Example:**

The items identified on purchase requisition R\_\_\_\_\_\_\_\_\_\_\_ are needed for maintenance of networked printers in the Butrovich Building. The items listed must be new (not refilled or remanufactured), and of Hewlett Packard OEM to comply with warranty requirements of the printers.