<Add Your Company Logo Here>

To Whom it may Concern:

J. J. Keller & Associates, Inc. is our consultant hired to build and maintain our OSHA-Mandated Hazard Communication Program. Included in the program, J. J. Keller is acquiring Safety Data Sheets (SDS’s) to build out and maintain our electronic chemical inventory and SDS Database.

To this end, J. J. Keller has authorization from <Your Company Name> to contact our vendors to request and acquire safety data sheets and related information.

I am confident you will provide them with the same courtesy and service you provide us as your customer.

If you have any questions or require any additional information, please contact me directly.

Sincerely,

<Add your signature & title here>