



REPLY TO
ATTENTION OF

[Unit or Organization & Address]

[Office Symbol]

[Date]

MEMORANDUM FOR MICC-[Contracting Office]

SUBJECT: Sole Source/Brand Name Letter for Purchase Request Number [#]

1. [A clear, concise statement of the facts justifying the award of a sole source or brand name purchase order. Explain why the sole source specified is the only item, or brand, that will fulfill the minimum essential needs of the government. If the item is part of a presently owned system, identify the system and explain why no other item, or brand, of the part would be acceptable. If the justification is the unique capabilities possessed by only one contractor, then state the reasons why no other contractor has or can obtain these capabilities and why these capabilities are essential for contract performance]
2. [Provide a statement of any research that was accomplished to determine that an acceptable substitute item is not available.]
3. [Provide a statement that the proposed sole source or brand name is the only known source that can satisfy the government's requirement.]
4. For the reasons listed above, the [Unit or Organization] requests that a brand name or particular item(s) purchase of [Requirement].
5. If there are any questions, please contact [Mr./Ms. Insert Name] at [Phone Number].

[Name]
[Rank]
[Position]