Hello [RECIPIENT],

We are inviting your organization to become a valuable business partner to the Supplier Diversity Office (SDO). As a certified diverse vendor, your organization will be listed in the SDO database accessed by state agencies and prime vendors, have access to business opportunities, get news about upcoming bids, and receive invitations to networking events and training. Vendors on contract may also choose to do business with you based on your certification.

We value your business partnership and encourage you to apply for state certification. This process is free and has been streamlined.

**To apply for certification, please follow these steps:**

1. Go to the [Apply for Certification as a Non-Profit Organization](https://www.mass.gov/how-to/apply-for-certification-as-a-non-profit-organization) and read the “what you need” section
2. Click on the How to apply Online link.
3. Create a profile in the SDO Certification Portal, and after logging in select the blue button “Apply for SDO Certifications” and then click on "New Non-Profit Form".
4. Fill out and upload the Application with supporting documents listed on the form.

Once approved, you will be invited to a training session to help make the most of your SDO certification.

Thank you in advance for helping the SDO bring fairness and equity to diverse and small businesses across the Commonwealth.

Sincerely,

[NAME]