



National Gay & Lesbian Chamber of Commerce  
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Washington, DC 20009  
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Dear LGBT Business Owner:

As the leadership guiding the NGLCC Supplier Diversity Initiative, we are pleased you are about to begin the application process to become a certified LGBT Business Enterprise (LGBTBE). This application process is the first step in approaching America's top corporations and other LGBTBEs for contracting opportunities.

The certification process requests information specific to your business and its ownership. This information requested helps the NGLCC staff prepare your application for committee review. By submitting a complete application, you will ensure your application is processed as efficiently as possible. You will also contribute to the integrity of the NGLCC Supplier Diversity Initiative, which is a testament to the quality and strength of LGBT businesses across America.

*We request that your company submit the supporting documentation within 90 days of submitting the online application. In order for an NGLCC Certification Committee to successfully review your application, all of your documentation must be submitted at least 14 business days before the review meeting. This will also ensure adequate time for you to host a site visit at your primary place of business.*

The NGLCC and its staff will work hard to make sure you are aware of all the requirements of certification, but please know that the ultimate responsibility for submission of documentation is yours. Should you have any questions at any point during the certification process, the NGLCC Supplier Diversity staff would be delighted to speak with you. Feel free to reach out via phone at 202.234.9181 or email at [supplierdiversity@nglcc.org](mailto:supplierdiversity@nglcc.org).

We look forward to receiving your application and helping you grow your customer base!

Thank you,

Justin G. Nelson  
Co-Founder & President, NGLCC

Phillip Galbreath  
Chair, NGLCC National Certification Committee

Irwin Drucker  
Program Director, GLBT and International Programs, IBM Global Procurement  
Chair, NGLCC Procurement Council

Theresa Harrison  
Director of Supplier Diversity, Ernst & Young  
Vice Chair, NGLCC Procurement Council