

SAMPLE – ACCESSION COVER LETTER

INSERT

(Name of Company)

(Telephone #)

(Your name)

(Email Address)

(Address)

(Fax #)

(City, State, Country, Zip Code)

Case No A-201-820

Total Pages: ***(Insert # of pages)***

Suspension Agreement

Office of Policy/BAU

Public Document

The Honorable John Bryson
Secretary of Commerce
Attention: Import Administration
Central Records Unit, Room 1870
U.S. Department of Commerce
Pennsylvania Ave. & 14th Street, N.W.
Washington, DC 20230

Re: 2008 Suspension Agreement – Fresh Tomatoes from Mexico

Dear Mr. Secretary:

On behalf of, ***(Insert Name of Producer/Exporter)***, I am enclosing an accession letter to the 2008 Suspension Agreement. I request that the Department issue me a signatory number at its earliest convenience.

Respectfully submitted,

(Sign and print your name)