

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)*

2013 Suspension Agreement

Office of Policy/BAU

Public Document

BY E-FILING (IA ACCESS)

The Honorable Penny Pritzker

Secretary of Commerce

U.S. Department of Commerce

Attention: Import Administration, Room 1870

Pennsylvania Ave. & 14th Street, N.W.

Washington, DC 20230

Re: 2013 Suspension Agreement – Fresh Tomatoes from Mexico

Dear Secretary Pritzker:

On behalf of, *(Insert Name of Producer/Exporter)*, I am enclosing an accession letter to the 2013 Suspension Agreement. I request that the Department issue me a signatory number at its earliest convenience.

Respectfully submitted,

(Sign and print your name)