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

Dr. Rebecca Blank
Acting 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 Acting Secretary Blank:

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)