

**Insert Company Letterhead**

**SAMPLE LETTER FOR EXPORT**

To Whom It May Concern:

I, \_\_\_\_\_, am an officer of the company,  
(Business Owner)

\_\_\_\_\_, which is  
(Company Name)

incorporated/registered to do business in \_\_\_\_\_. I further state that I am a

United States citizen and acknowledge that \_\_\_\_\_,  
(Product Name and Type)

are subject to the export regulation of the United States Department of State and may not be exported outside the United States without a validated export letter. If the product was to be exported outside of the United States, I, as an officer of the company, will acquire such a license prior to shipment.