

Date

Name

Address

City, ST Zip

Dear:

Thank you for your involvement in the beef industry. Your Beef Checkoff Program provides essential funding for important research in food safety, nutrition and consumer marketing. It also makes possible the distribution of free educational materials to teachers and healthcare professionals.

This is the second letter we've sent to you regarding the sale that was held on (date) for the (name of the sale). As of this date (state beef council name) has not received the remittance form which was due on (date).

The Beef Promotion and Research Act and Order, a federal law, requires that any time there is a change of ownership of cattle, including, but not limited to, calves, breeding stock and dairy animals, \$1 per head must be remitted to the Beef Checkoff Program.

If you sell through a special sale then the sale manager or marketing manager is responsible for collecting the \$1 beef checkoff. They in turn should forward the checkoff dollars to the (your state beef council name). It is your responsibility to verify that the sales/marketing manager you hire has procedures in place to properly collect and remit checkoff assessments.

If you are in need of forms please go to our website at (your website.org) and click on the tab "About Us" and you will find either the Remittance Form or the Private Treaty Form, or if you prefer we send you forms, please give me a call at (phone number) or email me at (email address).

Sincerely,