

Date

Name

Address

City, ST Zip

Dear NAME:

The (State) Beef Council would like to provide you with the enclosed remittance form for your production sale. It is our hope this will help accounting so the sale will run more smoothly.

Simply fill out the form and return with \$1 per head sold. A postage-paid envelope is enclosed for your convenience. Since you likely will have several buyers, just leave that portion of the form blank. If you need more forms or if another entity is responsible for checkoff collection at your sale, please let me know as soon as possible.

Checkoff collections are due by the 15th of the month following the month of the sale. For example sales held in October are due November 15. Please remember we are required to assess a 2 percent late payment charge compounded monthly on all payments post-marked after the due date.

Thank you for your cooperation. Please contact me at (PHONE) or through email at (EMAIL) if you have any questions. I look forward to working with you as we continue to grow the beef industry.

Sincerely,

Name

Title

Enclosures