

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: Exemptions pursuant to _____

Dear _____ :

Pursuant to our telephone conversation on _____ , enclosed herewith please find the following:

1. A copy of _____
- 2.

After you have had an opportunity to review and consider the foregoing, please contact me so that we can schedule a time to discuss this matter. As I discussed with you, _____ is interested in attempting to obtain this exemption for all of its inventory. We would like to work with you in determining the best method for attempting to do so.

I look forward to hearing from you soon.

Sincerely,

By:

/
cc: