

SAMPLE - ACCESSION COVER LETTER

(Fax #)

INSERT

(Name of Company)

(Your Name)

(Address)

(City, State, Country, Zip Code)

(Telephone #)

(Email Address)

(Insert Date)

Case No. A-201-820

Total Pages: ***(Insert # of pages)***

Suspension Agreement

Office of Policy, BAU

Public Document

The Honorable Donald Evans
Secretary of Commerce
Attention: Import Administration
Central Records Unit, Room 1870
U.S. Department of Commerce
Pennsylvania Ave. & 14th St., N.W.
Washington, DC 20230

Re: Suspension Agreement-Fresh Tomatoes from Mexico

Dear Secretary Evans:

On behalf of , ***(Insert Name of Producer/Exporter)***, I am enclosing an accession letter to the 2002 Suspension Agreement. I request that the Department issue me a signatory number at its earliest convenience.

Respectfully submitted,

(Sign & Print Your Name)