

## SAMPLE – ACCESSION COVER LETTER

***INSERT***

*(Name of Company)*

*(Telephone #)*

*(Your name)*

*(Email Address)*

*(Address)*

*(Fax #)*

*(City, State, Country, Zip Code)*

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Case No A-201-820

Total Pages: *(Insert # of pages)*

Suspension Agreement

Office of Policy/BAU

Public Document

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Dr. Rebecca Blank  
Acting Secretary of Commerce  
Attention: Import Administration  
Central Records Unit, Room 1870  
U.S. Department of Commerce  
Pennsylvania Ave. & 14<sup>th</sup> Street, N.W.  
Washington, DC 20230

Re: 2008 Suspension Agreement – Fresh Tomatoes from Mexico

Dear Acting Secretary Blank:

On behalf of, *(Insert Name of Producer/Exporter)*, I am enclosing an accession letter to the 2008 Suspension Agreement. I request that the Department issue me a signatory number at its earliest convenience.

Respectfully submitted,

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*(Sign and print your name)*