

SAMPLE
ACCEPTANCE LETTER

Branch Chief

Research and Promotion Branch

Program Name

U.S. Department of Agriculture

1400 Independence Avenue SW

Washington, DC 20250

Dear _____:

I hereby accept my appointment to the _____ Promotion Board. I agree to serve during the period for which I was appointed and until my successor has been selected and has been qualified.

In accepting this appointment, I agree to carry out assigned duties in administering the terms and provisions of the _____ Research and Promotion _____ and Rules and Regulations issued thereunder to the best of my ability.

I certify that I am a producer _____ in the State that I am nominated represent.

Print

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____