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.	

Name:	Date:

Address:	City:	State:	Zip:
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Signature:_____

Print