SAMPLE LETTER

Date: _____, 20___

California Date Administrative Committee P.O. Box 1736 Indio, California 92202-1736

Re: Request for Handler Exemption – Donations

I wish to request an exemption from Marketing Order regulations for a donation of marketable dates. I wish to donate ______ pounds of "C" grade dates to the _____

Name of organization

The address of the ______ is ______ is ________ Street, City, State, Zip Code

If you have any questions, please feel free to call me.

Sincerely,

John Doe Date Handling Company P.O. Box 17 Indio, CA 92202 Phone No.: _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. A valid OMB control number for this information collection is 0581-0178. The time required to complete this information collection is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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