

In reply refer to: 6XX/XXXXXX-XX

[Date]

Attn: XXX

Company Name

Company Address

Purchase Order No.: XXX dated XXX XX, XXXX

Dear XXX:

Enclosed are the results of the NIST measurement services and associated documentation that you requested. Please refer to the above file numbers in any later communication concerning these tests.

As a part of our continuing efforts to ensure that our calibration services meet or exceed your expectations, a Customer Satisfaction Survey is available for providing feedback at <https://tsapps.nist.gov/msdsurvey/default.aspx?ID=3>. Additionally, feedback may be provided directly to the NIST Quality Manager and me by sending an e-mail to calibrat@nist.gov.

Sincerely,

James Olthoff, Director
Physical Measurement Laboratory

Enclosure: Report of Calibration

NIST Service ID Number:

XXXXX[C or S] [description]