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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_