

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: \_\_\_\_\_