

**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 \_\_\_\_\_.  
*Name of organization* *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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