

XYZ Company Letterhead (Your company letterhead)
Anywhere, USA

Company Name
Company address
(Phone Number)

Date:

United States Department of Agriculture
Agriculture Marketing Service
WDC Address
Phone Number (Preferably a Central Number)

TO: Whom it may concern

This is a general description of you company

Tell us about their company and what products they are interested in selling to the USDA. The letter should include a brief history of the company, mention of satisfactory record of integrity, business ethics and so on. The letter must be signed and on company letterhead.

Executive or Director Signature
Executive or Director Signature Block