## **SAMPLE LETTER**

Date:	, 20		
California Date Adm	inistrative Committee		
P.O. Box 1736			
Indio, California 922	202-1736		
Re: Request for Han	dler Exemption – Donations		
I wish to request an e	xemption from Marketing Ord	ler regulatio	ns for a donation of marketable dates. I
wish to donate	pounds of C grade C	iates to the	Name of organization
The address of the		is	
	Name of organization		Street, City, State, Zip Code
If you have any quest	tions, please feel free to call m	e.	
Sincerely,			
John Doe			
Date Handling Comp	any		
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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