Requesting Organization/Company Name:
Contact Person:
Address:
Phone Number:
Email Address:
Type of Application:
Application Number:
Title of department the application was filed under:
Contact person at department (if applicable):
Address of Department the letter should be written to:

Please complete the following:

- 1. A brief description of what your company/organization is.
- 2. A brief description of what your company/organization does for those you are trying to reach.
- 3. The amount of people your company/organization serves within a year.
- 4. What you are looking to obtain from your application.
- 5. Any other pertinent information to the letter.