[your letterhead with physical address]

[Date]

I am writing to confirm that this package contains [simple description of the material, including quantity and species, e.g. 3 teeth and tissue from the gingiva of a dog in 2 jars of formalin], which is intended for diagnostic testing and has no monetary value.

Recipient:

Dr. Cindy Bell

Specialty Oral Pathology for Animals

216 N. Center St.

Geneseo, IL 61254

309 944-6373

This package contains an EXEMPT ANIMAL SPECIMEN.

Regarding USDA Guidelines of Importation #1102 Feline and Canine Material, I understand that the USDA import permit is not required for this canine material since I can provide the following true statements.

* The material in this shipment is canine (dog) or [feline (cat)] tissue.
* This material does not contain any other animal derived material (i.e. from livestock or poultry).
* This material was not derived from cats or dogs which were inoculated with or exposed to any infectious agent of agricultural concern.

I declare that the above information is true and correct to the best of my knowledge.

[Signature]

[Print name]