

Company Name
Company Address
City, Country, Postal Code

**This information should appear
on company letterhead**

Date

Sample

Mr. Bradley C. Leiser
Director of Contracts
Concepts NREC
217 Billings Farm Road
White River Junction, VT 05001

Re: *(type of services/P.O./software titles to be purchased/specific parts to be purchased/etc.)*

Dear Mr. Leiser:

1. Concepts NREC will provide [*specify the type of services, such as: "design" or "engineering"/ specify the software by title/parts by name*] with regard to [*specify what the services are relative to, such as: "analysis of our company's design"/ what the software will be used for/if applicable, into what larger project the parts will become integrated*]. These services/software/parts, will be used at our site in [*City Name, Country Name*]. These services/software/parts will be used in [*commercial or military -- please state which one, or if both, please state both*] applications. If the services/software/parts will be used for commercial purposes only, please specify "for commercial purposes ONLY".

2. Our company also [*please briefly describe what else the company does*]. .

3. I/We declare that the technology/information that I/we purchase from your company is not for any Nuclear Test, Chemical Weapon test, or Missile Test. I/we further declare that I/we will not re-export, resell, or otherwise dispose of any goods supported by this statement (1) to any country not approved for export by the United States Government or (2) to any person if I/we know that same will result (directly or indirectly) in the disposition of the items contrary to the representations made in this statement or contrary to the US Export Administration Regulations.

Sincerely,

[Name]

[Title]

[Full Company name and address if not on Customer's letterhead]

[Signatory's telephone number and extension]