

Establishment/Company Letterhead (preferred)

Administrator  
Animal and Plant Health Inspection Service  
c/o AQI VMO Director, PPQ Field Operations  
2150 Centre Ave., Bldg. B  
Ft. Collins, CO 80526

John Q. Deals  
123 Citrus Blvd  
Hilo, HI 12345  
Phone: (123) 555-1212  
Email: [Best1@Hauler.com](mailto:Best1@Hauler.com)

Date: 1 January, 2016

Dear Sir/Ma'am:

The purpose of this correspondence is for our establishment, Haulers Inc., to make application to provide regulated garbage caterer/hauler services to support trade-related business at the commercial port of Hilo, Hawaii. Hilo has maritime and airport terminals that require handling of regulated garbage.

Please find attached our completed Application for APHIS Regulated Garbage Compliance Agreement Approval. Additionally we are prepared for any evaluation/visit from authorized government officials.

We look forward to working with you. Should you have any questions or wish to provide any additional guidance, please do not hesitate to contact me.

Kind regards,

*(Signature, printed name, and title of authorized representative)*

John Q. Deals  
President