

*Beef Export Verification Program  
Draft Cover Letter*

*Below is a draft that you may follow when creating your cover letter. Please insert the appropriate information where necessary. Please use company letter head if it is available.*

(Date)

Samantha Simon  
USDA, AMS, LS, ARC Branch  
Stop 0294, Room 2627-S  
1400 Independence Avenue, SW  
Washington, DC 20250

Dear Ms. Simon:

(Company Name, FSIS establishment number) is requesting the services of the Agricultural Marketing Service of the United States Department of Agriculture in an effort to certify that (Company Name) qualifies for the USDA Beef Export Verification (BEV) Program.

(Company Name) is a (Type of Facility (i.e. slaughter, fabricator, processor, purveyor)) facility which produces (Type of Product (i.e. beef, beef products, and/or processed beef)) destined for both the domestic and the international market.

(The remainder of this paragraph should contain brief background information about your company. This information should focus on whether your facility utilizes meat products which originated from outside of your facility (especially if outside the United States) or if your facility only utilizes beef products which originate at that facility, such as in the case of a slaughter-fabrication facility. It should also include the information for your company's BEV Program coordinator.)

Please review the accompanying BEV Program documentation which outlines (Company Name) procedures in meeting the requirements of the BEV Program. (Company Name) is requesting an audit by the Agricultural Marketing Service Audit Review and Compliance Branch to review the physical aspects of the program to gain certification in the Beef Export Verification Program.

Thank you,

(Signature)  
(Name and Title)  
(Company Name)