

APPLICATION COVER LETTER SAMPLE

[DATE]

listofmaterials.com
Listing, Archival and Renewal Department (LAR)
3015 Hunts Point Circle
Bellevue, WA 98004
E-mail: lar@listofmaterials.com

To whom it may concern,

We hereby request acceptance to listofmaterials.com for the equipment listed on Exhibit A appended to this letter.

We are actively marketing the equipment on Exhibit A to rural independent telcos such as RUS Telecommunication program borrowers. We believe our equipment meets the needs of service providers building systems to offer broadband access to rural communities and are honored to provide equipment to companies utilizing Rural Development Utilities Programs.

Final sale of the product(s), as the product(s) would be used by a rural independent telco, is sold primarily to meet all manufacturer advertised performance, features, and support, as well as, customer demands and any applicable plans and specifications agreed upon. Our customer service is beyond reproach and satisfaction is guaranteed.

Should there be any changes in the design or workmanship affecting the quality, strength, or characteristics of the equipment in the twelve months from the date of this letter (which we recognize is our acceptance renewal date) that would impact how our equipment is reflected in the listofmaterials.com database and we will submit notice of these changes in writing to listofmaterials.com promptly.

Sincerely,

[Title and contact information including phone number and email]