



United States
Department of
Agriculture

Food Safety
and Inspection
Service

Office of Field
Operations

Date

Name
Address
City/State/Zip

Dear Name

Thank you for your interest in applying for Federal Meat, Poultry, or Import Inspection. Enclosed is an application form for full completion and return to the above address. A preprinted envelop is included. In addition to the application form, a computer disc of reference materials is also included. The disc contains the In-Depth Guidelines On How To Obtain Federal Meat and Poultry Inspection including regulatory references. Additional information may also be obtained through the telephone numbers and Internet sites provided in the packet.

Upon acceptance of your application, the Frontline Supervisor assigned to your area will be notified of your application. You will be provided with that persons name and contact information. The Frontline Supervisor will be able to provide additional information specific to your type of operation, should it be needed.

If you have any questions about the application, please contact our office at (123) 456-7890.

Sincerely,

/s/ Name
District Manager
Location