

Date

Mrs. Dale C. Kelly
Chief, Regulations, Outreach and Education Branch
U.S. Census Bureau
4600 Silver Hill Road – Room 6K125
Washington, DC 20233

VIA FACSIMILE: (301)763-8835

Subject: XYZ Corp. Export Statistics

Dear Mrs. Kelly:

XYZ Corp.is undertaking a management review and audit of our export activity. We are looking for statistics on our exports to help us in that process. I understand that you are able to provide us these reports free of charge once every twelve months.

Please therefore forward to us in electronic format (Excel or CSV) the complete Census Export Activity records from AES for the period from m/d/y through m/d/y (please include SED data as well if available) filed under our EIN number as USPPI. Our EIN number is: XXX

Please let us know if any questions. Thank you for your assistance in this important matter.

Sincerely,

Name
Title
Company
e-mail address
phone
fax