

This letter needs to be printed on your letterhead

August 16, 2004

US Postmaster
Dallas, Texas 752

To Whom It May Concern:

Attached please find our Application for Nonprofit Standard Mail Rates at Additional Mailing office form. I have also provided information regarding our current nonprofit status as registered in [please provide city state and zip].

We would appreciate being able to mail our literature at the nonprofit standard rates not only through the [city name] post office but also the additional mailing office located in Dallas, Texas.

Thank you for your attention in this matter.

Sincerely yours,