

This letter must be printed on your letterhead

Date

US Postmaster

Dallas TX 752

To Whom it may concern:

Attached please find our application for Non-profit Standard Mail Rates at Additional Mailing office form. I have also provided information regarding our current non-profit status as registered in {Provide city, State, Zip Code}.

We would appreciate being able to mail our literature at the non-profit standard rates not only through {current City} post office but also the additional mailing office located in Dallas, Texas.

Thank you for your attention in this matter.

Sincerely,

{name}

{organization}

{phone}