

YOUR LETTERHEAD

<DATE>

Postmaster
Harrisonburg, VA 22801

This letter is a request for nonprofit mailing privileges in Harrisonburg, VA.

This request is made under the guidelines listed in the Domestic Mail Manual Section 370.8.0.

We currently have Nonprofit Mailing Privileges using another Mail House's permit number in < Your PO City, State, Zip > and under an unknown authorization number .

We will be using the services of Friendship Mail Management, Harrisonburg, VA.

Friendship's permit number is 161 with indicia and 435 when metering.

Thank you,

<YOUR SIGNATURE>

<YOUR NAME & TITLE>