

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 a permit number <_____> in <**YOUR POST OFFICE**> and under 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**>