

SAMPLE
ACCEPTANCE LETTER

Branch Chief
Research and Promotion Branch
Program Name
U.S. Department of Agriculture
1400 Independence Avenue SW
Washington, DC 20250

Dear_____:

I hereby accept my appointment to the _____Promotion Board. I agree to serve during the period for which I was appointed and until my successor has been selected and has been qualified.

In accepting this appointment, I agree to carry out assigned duties in administering the terms and provisions of the _____Research and Promotion_____and Rules and Regulations issued thereunder to the best of my ability.

I certify that I am a producer _____in the State that I am nominated represent.

Print
Name:_____Date:_____

Address:_____City:_____State:_____Zip:_____

Signature:_____