**[Place on Company Letterhead]**

Foreign Trade Department

Attn: Raymund Hoschouer

Kitco, LLC.

1625 N. 1100 W.

Springville, UT 84663-0900

February 21, 2018

Dear Mr. Hoschouer,

I. **(Company Name)** is interested in purchasing U.S. fabricated materials and parts for the purpose of maintaining components for **(Ultimate Consignee)** fleet of **(Aircraft type(s) and/or Applications)**.

The items required are unclassified defense articles, for identical replacement of minor spare parts and components, as listed in 22 CFR 121 Category VIII.h only, in the process of general repair and maintenance for **(End User(s) Name, Address and Other Info)**. **(Ultimate Consignee)** does acknowledge and certify that items purchased from Kitco, LLC. will not be transferred, transshipped, or otherwise be disposed of in any other country, either in their original form or after being incorporated into other end-items, without the prior written approval of the U.S. Department of State.

II. **(Company Name)** will purchase material from Kitco, LLC. 1625 N. 1100 W. Springville, Utah 84663-0900, USA, and in order to facilitate the shipment of urgently needed material, I am requesting that you apply for a U.S. Department of State, DDTC export license in our behalf, covering the above mentioned material to be provided by Kitco, LLC.

In the course of the next four years, we estimate the dollar value for these purchases to be in the area of **(Estimated Dollar Amount)**.

Your consideration would be appreciated.

Sincerely,

**(Author Name)**

**(Author Title, must be someone who can represent the company in its entirety)**

**(Company Name)**