

MUST BE ON BUSINESS LETTERHEAD OF FIRM LOCATED IN ILLINOIS

Today's Date Here

Illinois Department of Public Health
Food, Dairies, and Devices Section
525 W. Jefferson St., 3rd Floor
Springfield, IL 62761

RE: Association Document for Certificate of Free Sale

To Whom It May Concern:

(Name of Business located in Illinois) located at **(insert complete physical firm address)** is an Illinois-based firm that has been inspected by the Illinois Department of Public Health. Currently, we are storing and/or producing items for **(insert company name you wish to appear on the certificate of free sale)**.

If you have questions, contact **(insert name of the contact of plant located in Illinois)** at **(include telephone number)** or by email at **(insert contact email address)**.

Sincerely,

Insert name of contact person for firm located in Illinois