



United States
Department of

Agriculture

Food Safety
and Inspection

Service

District Office
(insert name
and address)

Date

Name
Address
City/State/Zip

Dear Name

Thank you for your interest in applying for Federal Meat, Poultry, Egg Products or Import Inspection Services. Enclosed in your information packet is FSIS Form 5200-2, "Application for Federal Meat, Poultry, Egg Products, or Import Inspection". Please complete and return the form in the preprinted envelop, which is included, to the above address. In addition to the application form, a computer disc of reference materials is also included. The disc contains the *In-Depth Guidelines On How To Obtain Federal Meat and Poultry, or Egg Products Inspection*, including regulatory references. Additional information may also be obtained through the telephone numbers and Internet sites provided in the packet.

Upon receipt of your application, the Frontline Supervisor (FLS) assigned to your area will be notified of your application and you will be provided with that individual's name and contact information. Should you have questions regarding the completion of FSIS Form 5200-2, or regarding your specific type of operation, the FLS will be able to provide additional information or guidance for you.

If you have any questions about the application, please contact our office at (123) 456-7890.

Sincerely,

Name
District Manager
Location