

Kentucky World Trade Center  
333 West Vine Street, Suite 1600  
Lexington, KY 40507

This **sample** letter provides you with a template only. **The letter you send to the World Trade Center must be on your company letterhead.** Notes in yellow are for your reference only. Certificates of Free Sale are FREE for member companies.

To Whom it May Concern:

The undersigned does hereby declare that the goods described herein are manufactured in and are products of the United States of America. The undersigned does also hereby declare that the goods described herein are freely sold in the United States of America. *(if you are NOT the manufacturer, you will need to submit a signed declaration from the manufacturer that the products are manufactured in the United States)*

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name and Address that will be listed on the Certificate of Free Sale:

Company Name:

Address:

City:

State & Zip:

We are requesting a Certificate of Free Sale for the following country/countries:

- 1.
- 2.

*Etc. (unlimited number of Countries may be requested; each country requires an individual Certificate)*

We are requesting a Certificate of Free Sale for the following product(s):

- 1.
- 2.
- 3.

*Etc. (additional products)*

Included in this documentation are copies of two (2) invoices showing the sale of each product to two (2) different U.S. customers. The invoices are dated within the last 12 months.

We request that you use the following credit card number for the Certificate of Free Sale processing fee:

1) Amex/Visa/MC#: \_\_\_\_\_ exp: \_\_\_\_\_

or

2) We will send a check *(if sending a check, the Certificate of Free Sale will not be processed until the check has been received)*

We request that the completed Certificate of Free Sale be returned to the following address via:

1) UPS Account Number: \_\_\_\_\_

Please specify how you would like the certificate mailed back to you: Next Day Air, 2<sup>nd</sup> Day Air,  
or

2) FedEx Account Number: \_\_\_\_\_

Please specify how you would like the certificate mailed back to you: Priority, Standard, 2Day,  
etc.  
or

3) Regular US Mail

Please send the Completed Certificate of Free Sale to: **(no post office boxes)**

Attn:

Address:

City:

State & Zip:

Sincerely,

Your Name & Contact information