

(CLIENT LETTERHEAD)

<DATE>

Postmaster
United States Postal Service
Escondido Branch
1157 West Mission Ave.
Escondido, CA 92025-9998

Dear Postmaster,

Our organization is currently approved by the United States Postal Service for entry of standard mail at nonprofit rates. We would like to extend this authorization to Escondido, CA as well since we will be using a printing & mailing form close to your office. A completed PS Form 3623 (Application for NonProfit Standard Mail Rates at Additional Mailing Office) is enclosed.

Sincerely,

<SIGNATURE>

<PRINTED NAME>

<TITLE>