

To: furls@fda.gov

cc: cfsanfoodfacilityregistration@fda.hhs.gov

– COMPANY LETTERHEAD –

Dear United States Food & Drug Administration:

We respectfully request access to the Pin Number associated with [Insert Company's Full Legal Name]'s Food Facility located at [Insert Facility's Full Address]. Additional details follow.

- FDA Registration Number: [Insert FDA Reg. Number]
- Company Name: [Insert Company's Full Legal Name]
- Facility Address: [Insert Facility's Street Address]
- City: [Insert Facility's City]
- Zip/Postal Code: [Insert Facility's Zip Code, if applicable]
- Country Name: [Insert Facility's Country]
- Owner: [Insert First and Last Name of Owner or Agent in Charge]

We respectfully request that our Pin Number be provided at your office's earliest convenience.

Thank you.

Sincerely,

[Insert First and Last Name]

[Insert Title]