# **Sample Request for Reinstatement Letter**

# Date

Secretary of Agriculture

c/o USDA, AMS, National Organic Program

1400 Independence Avenue SW

Room 2648, STOP 0268

Washington, DC 20250

Dear Secretary Perdue <or correct name in the case where the secretary has changed>,

The purpose of this letter is to formally request reinstatement of organic certification of our organic <farm and/or handling facility> under the USDA National Organic Program (NOP) pursuant to paragraph 205.662(f) of the NOP regulations.

On <date of suspension as noted on letter>, OCIA International suspended our certification for <brief description of the reasons leading to the suspension>. The listed deficiencies have been corrected and on <date operation was inspected>, OCIA International conducted on on-site inspection to verify our compliance with NOP regulations.

We have asked OCIA International to forward this letter to you along with the necessary supporting documentation. We would appreciate your prompt consideration of this request for reinstatement.

Sincerely,

<signature>

<Name of person responsible for managing organic program>, <title of person>

<Name of company if applicable>