

Sample Underwriter Request Letter

**Company Letterhead**

Nan Jackson, Bursar  
Pensacola Junior College  
1000 College Blvd.  
Pensacola, FL 32504-8998

Dear Ms. Jackson:

**(INSERT YOUR COMPANY'S NAME)** requests to be established as an underwriter. Please mail invoices to the attention of **(INSERT NAME OF COMPANY CONTACT)** at the following address:

**COMPANY NAME**  
**ADDRESS**  
**CITY, STATE ZIP**

Taxable for books/supplies (please check):      YES     NO

If not taxable, please provide Tax Exemption Number: \_\_\_\_\_

Sincerely,

**DESIGNATED PERSON**

**NOTE: This must be on your company letterhead.**