

SAMPLE AUTHORIZATION LETTER

ABC Company  
(LETTERHEAD)

Month, Day, Year

U.S. Department of State  
Directorate of Defense Trade Controls  
PM/DDTC SA-1, Room 1200  
2401 E Streets, NW  
Washington, DC 20037

SUBJECT: Letter for a Commodity Jurisdiction (CJ) Request authorizing  
XYZ Company to file on behalf of the ABC Company for the (Insert  
the product name)

Dear Sir or Madam:

The XYZ Company is authorized to submit a CJ request to the Directorate of Defense Trade Controls (DDTC) on behalf of the ABC Company for the following product (Insert the product name and provide brief details such as hardware, software, service, etc.). (Insert specific individuals at XYZ Company, if appropriate, who will be involved). (Insert and explain the nature of the relationship between the two companies, e.g., the ABC Company hired the XYZ Company to file on its behalf or, the ABC Company is a subsidiary of the XYZ Company or, joint production of the product or, the manufacturer has gone out of business or, XYZ Company sells item manufactured by ABC Company or, Companies ABC and XYZ have other specified business arrangement or relationship, etc.). (If the form does not list an Applicant or the Submitter does not include an Authorization letter from the Applicant, the letter should explain why such authorization has not been provided so that DDTC may determine if the CJ request may be processed.)

The ABC Company authorizes the release for general publication of the information contained in Block 5 of the DS-4076 Form, as prepared and submitted by the XYZ Company (this release applies specifically to the DS-4076 form).

(Closing Statement,)

(Signature Line)

Name  
Title  
Telephone number and email  
ABC Company  
123 Streets  
Town, State, Zip

(Contact information is important so that DDTC can contact the manufacturer directly, if necessary.)