

THE X.Y.Z LUMBER COMPANY

Letterhead

To: Our Great Customers

From: Your Name
Your Title

Re: Permission to Send You Faxes

For quite a while now, the XYZ Lumber Company has used facsimile technology to communicate with you quickly and efficiently, with important information about our specials, sales, new merchandise, and other areas of interest to you. Federal Communications Commission (FCC) regulations require an established business relationship (EBR) to exist to make communication via fax permissible. Without your permission to fax, you may miss important information. (To read the complete set of new rules, go to www.fcc.gov.)

It's simple and fast to keep the information relevant to your business coming to you. Please take a moment and fill out this form, and fax it back to the XYZ Lumber Company at xxx-xxx-xxxx. Please do so by deadline that you set .

Just check off, sign and fax back!

Yes! Please keep faxing information to me about upcoming events, specials, sales, and products.

Signature _____

Date _____

Please fax back to XXX-XXX-XXXX by deadline that you set . Thank you!