

<<Date>>

The Director
National Fertilizer Secretariat
Ministry of Agriculture
Battaramulla

Dear Sir,

SAMPLE COLLECTION: REQUEST LETTER FROM <COMPANY NAME>

We wish to inform you that the below mentioned consignment has been cleared and it is stored our store at <Location>.

Sample Number	< Sample Number Mentioned In The Clearance Letter>
NFS Ref/ File Number	< File Number Mentioned In The Clearance Letter >
Name of the Fertilizer/ Product	<As In The Manufacturers Certificate>
Quantity	<Imported Quantity>
BL No	<BL Number>
Port of Loading	< Port of Loading >
Vessel Name	< Vessel Name >
Warehouse Location	< Warehouse Location >
Contact Person (for Sample Collection)	<Name>
Contact Number	< Contact Number >
Email Address of the Company	< Email Address >
Testing Parameters	<As Per SLSI Standards>
Testing Methods	<As Per SLSI Standards>

We shall be grateful if you could make necessary arrangements to draw samples from this consignment as per the procedure.

Thanking you,

Yours sincerely,

Authorize Person Name and Signature

Rubber stamp

(Note: Kindly attach the Copy of the Clearance Letter Issued by NFS & the Manufacturer Certificate of this particular product.)