

Acceptance letter should contain the following elements:

- 1) Use agency/organization **letterhead**
- 2) Acceptance letter is dated (MM/DD/YY) to we can track the minimum useful life
- 3) A simple statement or two identifying and stating the vehicle are "accepted".  
Signed by authorized representative

June 8, 2017

Bob Petrovski  
Schetky Northwest Sales, Inc.  
8430 NE Killingsworth St  
Portland, OR 97220

Dear Bob:

XYZ transit issues this Letter of Acceptance for the following vehicles:

**VIN: 1FDFE45P69DA47267**

**VIN: 1FDFE45P49DA47266**

Sincerely,

B. Stein  
Deputy Manager