

(CUSTOMER letterhead)

Date

Alcohol & Tobacco Tax & Trade Bureau
8002 Federal Office Building
550 Main Street
Cincinnati, OH 45202

RE: Reagent Alcohol in containers larger than 4L

Dear Director,

TTB limits sales of Reagent Alcohol in containers larger than 4L to users that 1) are bona fide laboratory supply houses, or 2) get approval from TTB. We are requesting permission to purchase reagent alcohol in sizes greater than 4 liters from **Sigma-Aldrich**.

The following procedures will be followed to comply with 27 CFR 20.117.

1. Only necessary personnel will have access to the reagent alcohol.
2. The reagent alcohol will be segregated and secured away from other alcohols and denatured spirits.
3. All containers of reagent alcohol entering the premises and filled by our Company (below) shall be affixed with the appropriate labels.
4. Appropriate TTB officers are welcome to inspect the premises of our Company at Location (below).
5. Our Company at Location (below) will comply with the requirements of §20.133 if and when it becomes applicable.
6. The reagent alcohol shall be used for scientific purposes including sample extraction and sugar analyses.

If any additional information is needed from our Company (below) in order to approve this request, please contact **(insert appropriate contact person and contact information)**.

Sincerely,

Company Name: _____

Company location: _____

Signed: _____ Date: _____

Printed Name: _____ Title: _____