

Sample Database Letter

(Date)
(Company Name)
(Company Address)
(Phone Number)
(Fax Number)
(Point of Contact)

(Date)

Aviation suppliers Association
734 15th Street, NW, Suite 620
Washington, DC 20005

Dear Database Manager,

As senior management official, **(Company Name)** will maintain and continue to follow our quality system as approved by the (Accreditation Organization's Name).

Signature

Note: The distributor's certification letter must be accompanied with a copy of a signed certification letter or a certificate from the Accreditation Organization indicating the distributor has successfully passed an audit and the distributor's quality system met the requirements of **AC 00-56A** and **ASA-100** on **(date)**.

In addition, the certificate shall indicate, the date which the certification expires.