**[Date]**

**[Company Name]**

**[Company Address]**

**[Phone Number]**

**[Fax Number]**

**[Email]**

**[CAGE Code: XXXXX (optional not required)]**

**[Senior Manager’s Name]**

Dear Database Manager,

As a management official of **[Company Name]**, I hereby certify that:

**[Company Name]** will maintain and continue to follow their quality system as approved by the **[Accreditation Organization]**.

1. Only parts for which documentation is on file at this place of business, as described in AC 00-56B, Appendix 1, will be sold for installation on civil aviation products.
2. [The accreditation organization] has completed an audit and found our quality system to be incompliance with the provisions of AC 00-56B and [quality system standards] on [date].
3. A copy of the audit result is on file and available for inspection by any interested person.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Manager’s Signature Date

**[Title]**

INSTRUCTIONS: accompany this letter with a copy of your accreditation certificate. Email those **2 pages** to [tony.brigham@aviationsuppliers.org](mailto:tony.brigham@aviationsuppliers.org) or fax to the Aviation Suppliers Association at 202-347-6894.

Questions: call ASA at 202-347-6899.