

## Sample Letter for International Representatives

**To:** Universal Service Administrative Company (USAC)

PO Box 1000  
Horseheads, NY 14845

**From:** Telecommunications, Inc.

**Date:** Monday, June 17, 2024

Dear Universal Service Administrative Company (USAC),

This letter is written in regards to the status of Telecommunications, Inc.'s representatives:

- Jane Smith, Representative ID [enter representative's Representative ID]
- Thomas Wilson, Representative ID [enter representative's Representative ID]
- Jack Mathews, Representative ID [enter representative's Representative ID]

Telecommunications, Inc. confirms that these representatives are authorized to perform Lifeline transactions on behalf of the company.

To receive additional information on the employment status of these representatives with Telecommunications, Inc., you can reach Bob Baker, Supervisor of Telecommunications Representatives, via phone at XXX-XXX-XXXX or via email at XXXX@telecommunications.com.

Sincerely,  
*Sarah Jones*  
*Vice President of Telecommunications, Inc.*