

**(Date of Letter)**

Attn.: Tax Department  
Fasteners For Retail, Inc.  
28900 Fountain Parkway  
Solon, OH 44139

RE: Tax Exempt Illinois Purchases/Shipments

**(Company Name)** purchases product for resale from Fasteners For Retail, Inc. to be drop-shipped into the state of Illinois. **(Company Name)** does not have nexus within the state of Illinois and has elected not to register with Illinois. **(Company Name)** is a registered **(retailer or reseller)** in the state of **(Company's domicile state)** and drop-shipment sales into Illinois are for resale only.

I have enclosed a copy of our certificate of registration for the state of **(Company's domicile state)**. Please do not charge sales tax for our shipments into Illinois based on the above circumstances.

Sincerely,

**(Employee Name)**  
**(Title, Position)**

Enclosure