May 3, 2012

<<Name>>

<<Street Address>>

<<City, State, Zip>>

**Subject: $150.00 Late Fee Notice**

Dear <<Client Name>>,

Your annual update application for organic certification was due <<DATE>>. This is a notice to inform you that your Renewal Application for Organic Certification was not received by your due date and we have not heard from you to let us know that your application would be late. If we do not receive your renewal application by <<DATE>>, you will be assessed the $150 late fee.

If your operation no longer requires organic certification, you have the right to voluntarily surrender your certificate. To surrender your Organic Certificate, you are required to inform MCIA in writing that you no longer intend to be certified organic. You must send your Organic Certificate to the MCIA office along with your final fees. By surrendering, you are able to re-apply for certification at any time.

If you wish to maintain your organic certification, please return your application as soon as possible. If you have any questions about any of the above information, please contact me at 800-510-6242.

Sincerely,

<<NAME>>

<<email>>

Client Representative

Organic Certification Specialist