

(Place letterhead here)

**SHIPPERS LETTERHEAD**  
**(to include name, institution name,  
address, city, state, country & telephone number)**

TO WHOM IT MAY CONCERN:

Enclosed package is intended for delivery to:

Consignee Name & Title  
Consignee Address  
(complete address)  
Consignee Telephone Number

This package contains \_\_\_\_ ML of non-infectious, (frozen, ambient, refrigerated)  
\_(rat/mouse)\_\_\_\_  
(substance). Specimens are for lab testing only.

No commercial value. Value for customs purposes only \$10.00.

Shipment is packed on \_\_\_\_\_ kg of (gel paks/dry ice) and must be kept  
(refrigerated/frozen) at all  
times.

Sincerely,

Signature and Title