

## COVER LETTER EXAMPLES

### For Designation of an Agent for Service of Process

#### (49 CFR Part 551, Subpart D)

The NHTSA Part 551 Office reviews the Cover Letter to verify **the type of submission** (i.e., a new agent designation or an update to an existing designation), **what is being updated** (e.g., manufacturer or agent information), and **the required course of action** (e.g., designating an agent or updating the existing record). Therefore, a Cover Letter that clearly identifies such information is important for the timely processing of each submission.

Please see below for examples of cover letters for manufacturers: (1) designating an agent for the first time and (2) updating existing 551 information, including replacing an agent.

(1) When the submission is a **new record** (i.e., the manufacturer is submitting designated agent information for the first time with NHTSA Part 551 Office)

Cover Letter / Submission Description *
<ul style="list-style-type: none"><li>• Please identify whether this submission is a new record or an update to an existing record.</li><li>• If this is an update, you <b>MUST</b> identify all changes from the existing record.</li><li>• If you recently submitted a 551 application <u>via paper mail</u> and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in <u>both</u> the paper submission process and on-line submission process.</li><li>• In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do <b>NOT</b> submit <u>both</u> on-line and paper submission.</li></ul>
<div>This submission is a new record</div>

(2) When the submission is an update to an existing record or replacement of an agent (i.e., the manufacturer has previously submitted designated agent information with NHTSA Part 551 Office)

- **Cover Letter must identify all changes from the existing record**
- Manufacturers are required to update **551 information** for any changes to:
  - The full legal name of the manufacturer;
  - Principal place of business and mailing address of the manufacturer;
  - Trade or brand names, marks, logos, or other designations of origin under which the manufacturer's products will be sold; and
  - Designated U.S. agent
- Manufacturers may upload a Cover Letter file (see Example 1)
- If already registered with NHTSA, please enter the Manufacturer ID (see Example 2)

### Example 1: Attaching a Cover Letter file

Submitting a separate Cover Letter attachment is optional. If the manufacturer chooses to include a Cover Letter, **the Cover Letter must clearly explain all updates to the existing record**. For more information on how to draft a Cover Letter, please refer to the examples on the following pages.

**Cover Letter / Submission Description \***

- Please identify whether this submission is a new record or an update to an existing record.
- If this is an update, you **MUST** identify all changes from the existing record.
- If you recently submitted a 551 application via paper mail and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in both the paper submission process and on-line submission process.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do **NOT** submit both on-line and paper submission.

This is an update to an existing record.  
Please see the attached Cover Letter

Maximum 25,000 characters. [Clear Cover Letter](#)

Select a Cover Letter file

No file selected

## Example 2: Updating existing records using the Manufacturer ID

The Manufacturer ID can be found on the [MID website](#). After the manufacturer submits its ID (in the highlighted section below), follow the instructions for verification via email. For additional information, see the vPIC [NHTSA New Manufacturers Handbook](#), Appendix 10.

**New Request**

Here you can submit new form for VIN Requirements (49 CFR Part 565), Manufacturer Identification (49 CFR Part 566), Designation of U.S. Agent by Foreign Manufacturer (49 CFR Part 551, Subpart D), Equipment Plant Code Request (for Brake Hose, Glazing, New Tires, or Tire Retread), Adapted Vehicle Modifier Identification (49 CFR Part 595) or Replica Vehicle Registration (49 CFR Part 586), Replica Vehicles - Annual Report (49 CFR Part 586.12), Temporary Import Exemption Application for VEHICLES (Box 7 on the HS-7 Form) or Temporary Import Exemption Application for EQUIPMENT (Box 7 on the HS-7 Form)

**You must ensure the accuracy of your submission. Any inaccuracy may result in a rejection of your submission or delay processing of your submission.**

Fields marked with \* are required

**Document Type \*** Foreign Manufacturer's Reporting Requirements (49 CFR Part 551 Subpart D ▼)

If you are already registered with NHTSA please enter your **Manufacturer ID** (you can find it in [MID app](#)). This will help you pre-populate forms with existing data.

**Manufacturer ID** 0000

If the manufacturer cannot verify via email, [include the manufacturer ID in the Cover Letter](#).

**Cover Letter / Submission Description \***

- Please identify whether this submission is a new record or an update to an existing record.
- If this is an update, you MUST identify all changes from the existing record.
- If you recently submitted a 551 application via paper mail and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in both the paper submission process and on-line submission process.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do NOT submit both on-line and paper submission.

This is an update to an existing record for manufacturer ID 0000.

(1) Update the mailing address of the foreign manufacturer  
from: 123 ABC Street, Anytown, State, Country 12345  
to: 987 DEF Street, Anytown, State, Country 12345

(2) Update trade or brand names, marks, logos, or other designations of origin under which the manufacturer's products will be sold  
remove: ABC  
add: DEF

(3) Replace U.S. agent  
Previous: XYZ Corporation  
New: CCC Corporation

### Example 3: Updating manufacturer's information

#### Cover Letter / Submission Description \*

- Please identify whether this submission is a new record or an update to an existing record.
- If this is an update, you **MUST** identify all changes from the existing record.
- If you recently submitted a 551 application *via paper mail* and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in *both* the paper submission process and on-line submission process.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do **NOT** submit *both* on-line and paper submission.

This is an update to an existing record.

(1) Update the full legal name of the manufacturer

from: ABCDE MOTOR PARTS LLP

to: ABCDE & FGH PARTS LLP

(2) Update the mailing address of the foreign manufacturer

from: 123 ABC Street, Anytown, State, Country 12345

to: 987 DEF Street, Anytown, State, Country 12345

(3) Update trade or brand names, marks, logos, or other designations of origin under which the manufacturer's products will be sold

remove: ABC

add: DEF

### Example 4: Updating manufacturer's information and replacing a designated agent

#### Cover Letter / Submission Description \*

- Please identify whether this submission is a new record or an update to an existing record.
- If this is an update, you **MUST** identify all changes from the existing record.
- If you recently submitted a 551 application *via paper mail* and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in *both* the paper submission process and on-line submission process.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do **NOT** submit *both* on-line and paper submission.

This is an update to an existing record.

(1) Update the full legal name of the manufacturer

from: ABCDE MOTOR PARTS LLP

to: ABCDE & FGH PARTS LLP

(2) Update the mailing address of the foreign manufacturer

from: 123 ABC Street, Anytown, State, Country 12345

to: 987 DEF Street, Anytown, State, Country 12345

(3) Replace U.S. agent

Previous: XYZ Corporation

New: CCC Corporation

## Example 5: Replacing a designated agent with no changes to the manufacturer's information

### Cover Letter / Submission Description \*

- Please identify whether this submission is a new record or an update to an existing record.
- If this is an update, you **MUST** identify all changes from the existing record.
- If you recently submitted a 551 application via paper mail and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in both the paper submission process and on-line submission process.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do **NOT** submit both on-line and paper submission.

This is an update to an existing record.

Replace U.S. agent

Previous: XYZ Corporation

New: CCC Corporation

The manufacturer's information otherwise remains unchanged

## Example 6: Updating designated agent's information

### Cover Letter / Submission Description \*

- Please identify whether this submission is a new record or an update to an existing record.
- If this is an update, you **MUST** identify all changes from the existing record.
- If you recently submitted a 551 application via paper mail and haven't received any feedback, please do NOT submit an on-line submission. Doing so will only cause delays in both the paper submission process and on-line submission process.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do **NOT** submit both on-line and paper submission.

This is an update to an existing record.

(1) Update the mailing address of the foreign manufacturer

from: 123 ABC Street, Anytown, State, Country 12345

to: 987 DEF Street, Anytown, State, Country 12345

(2) Update trade or brand names, marks, logos, or other designations of origin under which the manufacturer's products will be sold

remove: ABC

add: DEF

(3) Update the agent's authorized representative name, title, and phone number

from: John Doe, General Manager, (000)123-4567

to: Jane Smith, President, (000)789-4567