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 <u>new record</u> (i.e., the manufacturer is submitting designated agent information for the first time with NHTSA Part 551 Office)

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 <u>MUST</u> identify all changes from the existing record. 	
 If you recently submitted a 551 application <u>via paper mail</u> and haven't received any feedback, please do submit an on-line submission. Doing so will only cause delays in <u>both</u> the paper submission process and 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 <u>NOT</u> submit <u>both</u> on-line and paper submission. 	
This submission is a new record	le

- (2) When the submission is an <u>update to an existing record</u> or <u>replacement of an agent</u> (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;
 - o 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)

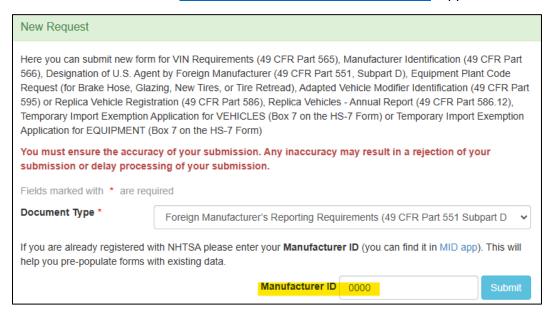
Example 1: Attaching a Cover Letter file

Submitting a separate Cover Letter attachment is <u>optional</u>. 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.

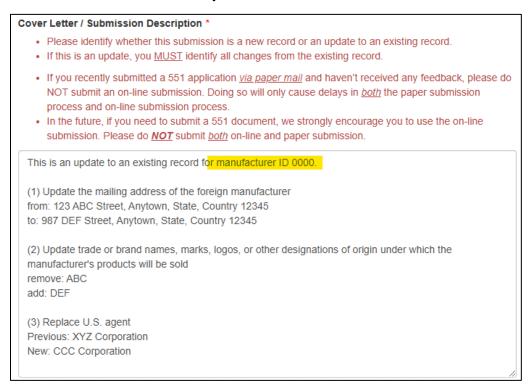
Please identify whether this submission is a new record or an update to an existing record. If this is an update, you MUST identify all changes from the existing record. If you recently submitted a 551 application via paper mail and haven't received any feedback, please do NOT submit an on-line submission. 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 <u>MID website</u>. After the manufacturer submits its ID (in the highlighted section below), follow the instructions for verification via email. For additional information, see the vPIC <u>NHTSA New Manufacturers Handbook</u>, Appendix 10.



If the manufacturer cannot verify via email, include the manufacturer ID in the Cover Letter.



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.
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- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do <u>NOT</u> submit <u>both</u> 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 <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.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do <u>NOT</u> submit <u>both</u> 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 <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.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do <u>NOT</u> submit <u>both</u> 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 ³

- · 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 <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.
- In the future, if you need to submit a 551 document, we strongly encourage you to use the on-line submission. Please do <u>NOT</u> submit <u>both</u> 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