**Sample Email – edit as necessary**

Subject Line: Quote # 12345 - Export Control Classification Information

Email Text:

Dear Mr. No: [or, if no direct contact: Dear Sir/Madam:]

We [recently purchased/are purchasing/are considering purchasing] the following item(s) from your company:

[description of the item(s) – maybe add a reference number or a quote number]

Brown University’s export control compliance program requires that we ascertain export control classification information for research equipment and other special products and materials that are brought onto campus.

Would you kindly provide me with the relevant U.S. Export Control Classification Number or Category for the item(s) (USML or ECCN) OR confirm that the item(s) fall(s) within the EAR99 classification.

Thank you very much for your assistance.

Sincerely,

James Bond

Directory, University Secret Services