Date:

On Company Letterhead

INARF – Ability Indiana Program

615 N Alabama Street, Suite 410

Indianapolis, IN 46204

Re: Permanent Product Assignment – Ability Indiana Program

Dear :

With this letter, {CAIO business name} is requesting permanent assignment of the following product to the Ability Indiana Program with the approval of the Ability Indiana Committee at the next scheduled meeting of the committee:

* <Insert Complete product description(s) and specifications.>
* <Attach Product Literature/Marketing Materials>
* <Insert requested price for the product or reference an attached pricing detail sheet.>

The product’s purpose/application is <identify the key features and benefits of the product and potential usefulness to government agencies>

As required by Ability Indiana policies, the appreciable contribution and value added in direct labor by individuals with disabilities to this product’s production include the following:

1. <Describe reforming of raw materials, assembly of components, packaging of components, performing of services to the product, or combination of these, excluding supervision, administration, inspection and/or shipping>
2. <Provide a breakdown of the production/assembly/packaging/servicing steps to be performed by the CAIO>
3. <Describe the estimated number of persons with disabilities who will be employed and the amount of labor they will provide in the production and/or servicing of the product>

Thank you for your support of this business endeavor. If you have questions or require additional information, please contact me.

Sincerely,

Enclosure