

[Date]

Office of Foreign Assets Control
U.S. Treasury Department
1500 Pennsylvania Ave., NW
Washington DC 20220

Dear Sir or Madam:

[Name of institution] requests a group license for multiple visits to Cuba by our [staff, students, etc. whichever applies]. [Here you should include a brief description of the organization, its mission and activities in the US and abroad].

[In this paragraph, include information about the organization's activities in and with Cuba, and whether it has been granted a specific license(s) before. Include a brief description of what the organization seeks to accomplish through future exchanges with Cuba, i.e. gathering and distributing information, establishing and promoting people-to-people contacts, implementing joint projects, conducting research, etc. If applicable, it should be mentioned whether and how the organization plans to disseminate the information or data gathered during the trips to Cuba].

We request a specific license for participants in our programs who fall in the following categories:

[List the categories of participants that will be part of your exchanges with Cuba. Some possible categories include employees, Board members, funders of the organization's Cuba programs, partners, collaborators, etc.]

[Briefly explain why these persons would need to travel to Cuba, i.e. to identify partners in Cuba, make site visits, represent the organization, exchange information, etc.]

We request a [duration of license, 2-year is maximum allowed] license for these activities. Please feel free to contact us at [telephone number and email] if you require any additional information. Thank you for your consideration.

Sincerely,

[Name]
[Title]
[Organization]

Enclosure: [if applicable, you should include an Annual Report]