

[Your Address – Business Letterhead]

[City, District]

[Date]

The Executive Director
Sierra Leone Seed Certification Agency (SLeSCA)
Freetown, Sierra Leone

Subject: Application for [Specify License Type, e.g., Seed Grower's License]

Dear Sir/Madam,

I am writing to formally apply for a **[Seed Grower's License/Seed Seller's License/etc.]** under the regulations of the Sierra Leone Seed Certification Agency (SLeSCA). My goal is to contribute to the enhancement of Sierra Leone's seed sector by adhering to the national seed standards and certification requirements.

I hereby submit the following details and supporting documents to facilitate the processing of my application:

1. **Full Name:** [Your Full Name/Business Name]
2. **Business Registration Number:** [Insert Number]
3. **Tax Identification Number (TIN):** [Insert Number]
4. **Seed Type(s):** [Specify types of seeds you intend to produce, sell, or trade]
5. **Location of Operations:** [Provide details of your farm, facilities, or office location]
6. **Documents Submitted:**
 - o Business registration certificate
 - o Tax identification certificate
 - o Proof of facilities or land ownership/lease agreement
 - o Previous production records (if applicable)
 - o Valid national ID/passport

I am committed to complying with SLeSCA's regulations and contributing to the nation's agricultural growth. I kindly request your office to schedule an inspection of my facilities at your earliest convenience. Additionally, I am ready to attend any mandatory training or orientation sessions as part of this application process.

Thank you for considering my application. I look forward to your positive response. Please feel free to contact me at **[Your Phone Number]** or via email at **[Your Email Address]** for any additional information or clarification.

Yours faithfully,

[Your Full Name]

[Designation/Title, if applicable]

[Phone Number]

[Email Address]