

## **INTENDED USE LETTER**

In order to comply with the Drug Enforcement Agency (DEA) regulations (21 CFR 1310.07 and 21 U.S.C. 830), companies that purchase certain chemicals for internal use (and not for resale) are required by Ricca Chemical Company LLC to provide the following:

- 1) Must be supplied on company letterhead.
- 2) Must include the following information:
  - a) Product catalog number
  - b) Product description
  - c) Intended use of the product
- 3) Must be supplied for each different product number requested.
- 4) Must be renewed on an annual basis.

The above information is required before an order will be accepted by Ricca Chemical Company LLC.

The following page can be used as an example of an intended use letter. Simply copy and paste onto your letterhead.

YOUR COMPANY LETTERHEAD  
COMPANY ADDRESS  
COMPANY PHONE NUMBER

Date: MM/DD/YYYY

TO: RICCA CHEMICAL COMPANY LLC  
Email: customerservice@riccachemical.com

Re: Intended usage of {CHEMICAL NAME, CATALOG NUMBER}

The above raw material to be purchased by YOUR COMPANY NAME is used (as, in, for, etc)

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Please call if you have any questions.  
Thank you.

Sincerely,

Your name  
Your title  
Your company name  
Your company phone number  
Your company fax number  
Your e-mail address  
Your website address