*Kindly copy and paste this text on your official letterhead*

**Dear Sirs,**

**We kindly request that xxxxxxxx (your official company name) be enlisted in the Italian Trade Agency – Beirut Office Suppliers Register**

**Please find attached**

1. **copy of identification document of the official representative of the company.**
2. **copy of the registration to the local Chamber of Commerce (if applicable.)**
3. **copy of the fiscal registration.**
4. **the application form duly completed and signed.**

***Full Name:***

***Position:***

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***