**Recipient's Name**

Recipient's Title

Recipient's Entity, Organization, or Office

Recipient's Address

March 2, 2018

Dear Name:

On behalf of Lockheed Martin Business Area or Element, I am delighted to offer a clear description of gift to the Entity, Organization, or Office.

It is our intent in providing this gift to commemorate description of ceremony, presentation, or official meeting. The gift is intended to be displayed in a common area of the Entity, Agency, Organization, or Office, as it is not a gift for any specific individual person. It is our intent, and understanding, that the gift will not be used to obtain any improper advantage or to improperly influence any person associated with the Entity, Agency, Organization, or Office in the performance of his or her official duties.

To ensure transparency and to comply with Lockheed Martin’s gift policy, we respectfully request that you confirm, by signing in the space provided below, that this gift is permissible under the laws, regulations, and ethics rules and procedures governing the Entity, Agency, Organization, or Office. If there are any limitations or other necessary procedures associated with providing this gift, we would appreciate your instructions thereto.

I appreciate the opportunity to make this offer in recognition of the relationship between the Entity, Agency, Organization, or Office and Lockheed Martin Business Area or Element.

Sincerely,

LM Business Area or Element Authorized Representative’s Name

LM Business Area or Element Authorized Representative’s Title

Lockheed Martin Business Area or Element

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Accepted by or on behalf of Recipient's Name Date

Entity, Agency, Organization, or Office

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Printed Name of Signatory