>DATE<

To: >Law Enforcement< >Prosecuting Attorney<

Dear:

>Provider< is under contract with the State of Michigan through Northern Michigan Regional Entity (NMRE) to ensure that retailers in our area are in compliance with the Youth Tobacco Act-Act 31 of 1915 and the subsequent Synar Amendment of 1992 which aims to decrease youth access to tobacco products.

As part of this initiative, we are requesting your assistance in tracking the number and types of Youth Tobacco Act and local ordinance penalties imposed in your jurisdiction. These would include tobacco MIP citations given to youth in possession as well as citations issued to clerks who sold tobacco products to a minor.

This letter is to inform you that we will be conducting Non-Synar, Vendor Education and Synar Compliance checks this year. If you could please report all violations listed below to [FDA](https://www.fda.gov/tobacco-products/compliance-enforcement-training/report-potential-tobacco-product-violation)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Violation** | **Reported to FDA** |  | **Violation** | **Reported to FDA** |  | **Violation** | **Reported**  **to FDA** |  |
|  |  | September |  |  | January |  |  | May |
|  |  | October |  |  | February |  |  | June |
|  |  | November |  |  | March |  |  | July |
|  |  | December |  |  | April |  |  | August |

By signing this document, you are aware of the Compliance Checks and report the MIP/Citations conducted throughout the year.

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Sincerely,

>Provider, address, phone<