

****AKC Registration Application Letter Checklist****

1. **Sender's Information:**

- Name
- Address
- City, State, Zip Code
- Email Address
- Phone Number

2. **Date of Letter:**

- [Insert date]

3. **Recipient's Information:**

- American Kennel Club (AKC)
- [Insert relevant department, if applicable]
- Address
- City, State, Zip Code

4. **Subject Line:**

- Subject: AKC Registration Application for [Dog's Name/Breed]

5. **Salutation:**

- Dear AKC Registration Department,

6. **Introduction:**

- Briefly introduce yourself.
- State the purpose of the letter (to register a dog).

7. **Dog's Information:**

- Registered name of the dog
- Breed
- Date of birth
- Sex
- Color/markings
- Microchip number (if applicable)
- Sire and dam's details

8. **Application Details:**

- Reference to the application form (include title or number)
- Mention any supporting documents included (pedigree, health clearances)

9. **Payment Information:**

- Method of payment (check, credit card, etc.)
- Payment amount
- Include payment receipt if applicable

10. **Closing:**

- Express hope for prompt processing
- Offer to provide any additional information if needed

11. **Signature:**

- Sincerely,
- [Your Name]
- [Your Title/Relationship to dog, if applicable]

12. **Attachments:**

- List of enclosed documents (application form, pedigree, payment, etc.)

****End of Checklist****