**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, 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, Organization, or Office in the performance of his or her official duties.

It is our understanding that this gift is acceptable under your standards of ethics and business conduct. 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, Organization, or Office and Lockheed Martin Business Area or Element.

Sincerely,

Lockheed Martin Business Area or Element Authorized Representative's Name

Lockheed Martin Business Area or Element Authorized Representative's Title

Lockheed Martin Business Area or Element