

Additional Help: 306
File Name: 306sak_091802_cd29
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Sample Letter of Transmittal for 632(a) Transfer

[MOA Signatory]
[Title]
[Recipient Agency]
[Address]

Dear [MOA Signatory]:

Enclosed please find duplicate originals of the Memorandum of Agreement between the United States Agency for International Development and the [Recipient Agency] to transfer \$XXXXXX in FY [200X] funds for [purpose].

Please sign both originals of the Memorandum of Agreement at your earliest convenience, and return them to [technical officer], USAID/[], 1300 Pennsylvania Avenue, N.W., Room [], Washington, D.C. 20523-[XXXX]. I will then sign them and return one original to you for your files.

Sincerely,

[Deputy] Assistant Administrator
Bureau for []

Clearances: