



# Template for General Contribution

## Additional Help for ADS Chapter 308

New Reference: 04/07/2011  
Responsible Office: M/OAA/P  
File Name: 308sad\_040711



**USAID**  
FROM THE AMERICAN PEOPLE

\_\_\_\_\_ [date]

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ (e.g., WFP)  
\_\_\_\_\_  
\_\_\_\_\_

Subject: General Contribution

Dear \_\_\_\_\_:

Pursuant to \_\_\_\_\_ **[insert express statutory authorization for general contribution to the organization]**, the U.S. Agency for International Development (USAID) hereby provides to \_\_\_\_\_ **[insert the PIO's name]** a general contribution in the amount of \$ \_\_\_\_\_. The amount of this contribution will have no bearing on the amount of any future general contributions from USAID to \_\_\_\_\_ **[name of organization]**.

Please countersign the original and all enclosed copies of this letter to acknowledge your acceptance of the funds and return the original and all but one copy to \_\_\_\_\_. We would also appreciate your providing the name and address of the financial institution where the payment should be sent along with the appropriate account number and ABA routing number.

Sincerely,

\_\_\_\_\_  
**[Signature of Person with Authority to Make Award]**

**AGREED AND ACCEPTED:**

\_\_\_\_\_ **[Name of PIO]**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

FINANCIAL INSTITUTION: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ABA ROUTING NUMBER: \_\_\_\_\_

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