



USAID
FROM THE AMERICAN PEOPLE

Sample Agency Notice

An Additional Help Document for ADS Chapter 504

Revision Date: 06/07/2007
Responsible Office: M/AS/IRD
File Name: 504saa_060707_cd48

Sample Agency Notice

The diagram shows a rectangular box representing a notice form. Yellow callout boxes point to specific parts of the form:

- Left margin .92"**: Points to the left side of the form.
- Right margin 1.92**: Points to the right side of the form.
- One of ten possible Notice categories**: Points to the word "INFORMATION".
- Know your audience**: Points to the recipient information.
- Font Courier New 10**: Points to the asterisked instructions.
- Always include the area code**: Points to the "Point of Contact" section.

USAID/General Notice
M/AS/IRD
06/08/2007

INFORMATION

SUBJECT: One or two lines

Body of the notice here.....

*Do not use graphics, bold, italics, underlining, Web addresses, or any other special MS Word functions. If you have a document that requires these formatting features, create and use the document with the special formatting, as an attachment to the cover notice.

Point of Contact: For further information about this Notice contact Name, Office Symbol, phone number and/or e-mail address.

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*An asterisk indicates that the adjacent information is new or substantively revised.