

Additional Help: 306
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**Sample Letter of Transmittal for
Participating Agency Program Agreement (PAPA)
or
Participating Agency Service Agreement (PASA)**

[Participating Agency Signatory]
[Title]
[Participating Agency]
[Address]

Dear [Participating Agency Signatory]:

Enclosed please find duplicate originals of the Participating Agency [Program][Service] Agreement between the United States Agency for International Development and the [Participating Agency] providing \$XXXXX in fiscal year [200X] funds for the [activity] for [region/country(ies)].

Please sign both originals of the 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 to obligate the funds and return one original to you for your files.

[We deeply appreciate the spirit of collaboration that you and your staff have shown throughout this initiative.]

Sincerely,

Administrator

[Deputy] Assistant
Bureau for []

Clearances: