



**USAID**  
FROM THE AMERICAN PEOPLE

# Sample Letter to USAID Contactors and Grantees

Additional Help for ADS Chapter 540

Revision Date: 10/31/2005  
Responsible Office: PPC/DEI  
File Name: 540saa\_103105\_cd42

## Sample Letter to USAID Contactors and Grantees

Date

Name of Contact  
Company Name of Contractor or Grantee  
Street or Post Office Address  
City & State (or Province) & zip code  
Country  
Email address and/or fax number

Reference: USAID Contract (or Agreement) No: \_\_\_\_\_  
Term of Contract (or Agreement): (start and end dates)

Dear Mr. or Ms. (if contact known) or use Dear Sir or Madam:

The purpose of this correspondence is to inform you that certain reports and documents described in the contract (or agreement) referenced above have not be submitted, as required, to the Development Experience Clearinghouse (DEC), USAID's repository of development experience material. In my capacity as the designated Cognizant Technical Officer (CTO), you are hereby instructed to submit the following reports:

- \_\_\_\_\_ (list reports here)
- \_\_\_\_\_
- \_\_\_\_\_

Submit one copy, electronic version preferred, to the DEC's website at <http://www.dec.org/submit.cfm/>. Instructions on how to complete AID 590-7, *USAID Development Experience Clearinghouse Submission Form*, which must accompany your document are explained on the website. A copy of AID 590-7 is attached for easy reference.

If no electronic version is available, mail the document(s) and completed AID 590-7 to

Document Acquisitions  
USAID Development Experience Clearinghouse  
8403 Colesville Road, Suite 210  
Silver Spring, MD 20910-6368 USA

Sincerely,

(name of CTO) \_\_\_\_\_

Cc: Jim Harold, [docsubmit@dec.cdie.org](mailto:docsubmit@dec.cdie.org)

Attach: AID 590-7, *USAID Development Experience Clearinghouse Submission Form*

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