

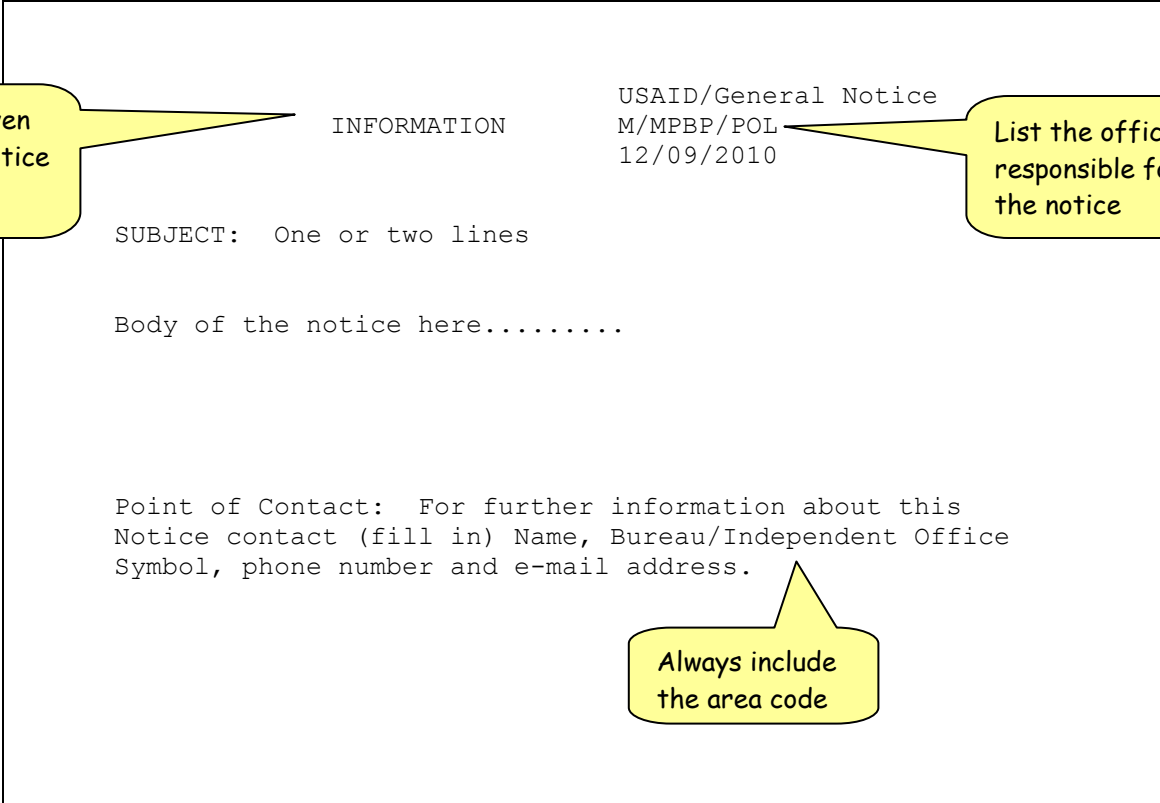


## Sample Agency Notice

An Additional Help Reference for ADS Chapter 504

Partial Revision Date: 10/16/2012  
Responsible Office: M/MPBP/POL  
File Name: 504saa\_101612

## Sample Agency Notice



The diagram shows a sample agency notice form enclosed in a rectangular box. Three yellow callout boxes provide instructions: one on the left points to the 'INFORMATION' field, one on the right points to the office information, and one at the bottom points to the 'Point of Contact' section.

One of eleven possible Notice categories

INFORMATION

USAID/General Notice  
M/MPBP/POL  
12/09/2010

List the office responsible for the notice

SUBJECT: One or two lines

Body of the notice here.....

Point of Contact: For further information about this Notice contact (fill in) Name, Bureau/Independent Office Symbol, phone number and e-mail address.

Always include the area code

504saa\_101612