

5. CVRLTR

IN REPLY

REFER TO: Contract No. _____

For (Brief Description Title) _____

Dear _____ :

[] Enclosed is an original copy of Contract No. _____ for your records.

[] Enclosed is an original copy of Modification No. _____ to the above referenced contract.

[] Enclosed are [] copies of Contract No. _____. If the terms and conditions are acceptable, sign and retain one copy, and return [] copies all originally signed to the address below:

[] Enclosed are [] copies of Modification No. _____ to the above referenced contract. If the terms and conditions are acceptable, sign and retain one copy, and return [] copies to the address below:

The Government will sign and return a copy for your files.

USDA, ARS, PPD, Contracts Branch/Procurement and Property Branch

Attn: _____

If you have any questions, please contact _____ at _____.

Sincerely,

Contracting Officer

_____ Branch

USDA:ARS:AFM:PPD:(branch initials):(writers first initial+last name):(typist initials):(file name):(Disk No.):__/__/2000

revised: 11/03/2000
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