

Figure C6.F1. Form Letter - Appointment of an Agent

**Director**  
**Defense Security Cooperation Agency**  
**2800 Defense Pentagon**  
**Washington, D.C. 20301-2800**

Dear Sir:

The Government of [insert country] hereby appoints [insert name] whose address is [insert address] as its Agent for the purpose of receiving deliveries of the following items on Letter of Offer and Acceptance (LOA) [insert case identifier]: [insert list of items]. Above items shall be used for the [manufacture/assembly/repair/rehabilitation]\* of the [insert program].

Said Agent is hereby authorized to sign in the name of the Government of [insert country] as its Agent for the receipt of these items as indicated by the shipping instructions contained in the LOA. The Government of [insert country] undertakes to instruct [insert name] as its Agent to maintain possession of the above-specified items in accordance with the LOA until transferred by such Agent of the Government of [insert country].

Sincerely,

(Signed by Minister or Deputy Minister of Defense level)

Such agency is acknowledged.

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(Signature of Agent)

\*Insert words describing the Agent's function