

Figure C15.F2. Example Notice of Delivery



Embassy of the United States of America  
Bandaria  
Office of Military Cooperation

BN-Q-SEJ

July 19, 2021

[Rank and Name]

Chief of Staff  
Ministry of Defense  
Bandaria

Dear [Rank and Name]:

[Greeting]

I would like to inform the Ministry of Defense (MOD) of the arrival of a cargo vessel that will be transporting a shipment of equipment for the Bandarian Special Operations Force (BSOF) under [program name]. I request your assistance in facilitating processing of the equipment through local Customs. All of the equipment will be ferried directly to Bandaria International Harbor and should be received by the BSOF representatives on or about July 07, 2021.

Enclosed with this letter is a list of ammunition and equipment that is expected to arrive.

If you have any questions regarding this issue, please have your staff contact my Security Cooperation Organization (SCO) Chief, [Full Name and phone].

As always, I remain prepared to assist you in this important endeavor.

Sincerely,

[Full Name]  
Colonel, U.S. Army  
Senior U.S. Defense Representative  
Chief, Office of Military Cooperation  
Bandaria

Enclosures:  
Materiel Shipping List