

Figure C16.F1. Form Letter - Case Closure Exemption Letter

Implementing Agency Letterhead
DD MMM YYYY
SUBJECT: Case Closure Exemption Letter
Reference: (a) Defense Security Cooperation Agency Policy Memorandum 25-97 , Prioritization of Case Closure Activities for Letters of Offer and Acceptance Implemented in Fiscal Years 2017 and Prior
In accordance with the criteria outlined in reference (a), [Implementing Agency] requests an exemption from the Foreign Military Sales (FMS) Case Closure Initiative for the attached list of cases implemented in fiscal years 2017 and prior. [Implementing Agency] attests that accounting information is fully reconciled among the General Ledger, FMS case logistics systems, and other relevant business feeder systems (e.g. contracting, disbursing, etc.), and that supporting documentation related to case implementation and case execution is on file and readily available for review for the identified Letters of Offer and Acceptance (LOA).
[Name] [Position]
Attachment A – List of Foreign Military Sales Cases