REPLY TO

ATTENTION OF

IMDR-RM [date]

MEMORANDUM FOR [second party name and address]

SUBJECT: Termination of Memorandum of Agreement (MOA) for [subject name] [MOA#] [MOA date]

1. Subject MOA (Encl) with an effective date of [date] for the purpose of [subject]. According to the MOA, section [“6.6. This MOA may be terminated by either Party by giving at least 180 days written notice to the other Party.”]. USAG Fort Drum is exercising their right to terminate this MOA effective [date].

2. POC is John Doe, USAG Fort Drum Agreements Manager, (315) 772-4670 or john.a.doe.civ@mail.mil.

[NAME]

Director

Resource Management