

**SAMPLE OF LETTER FOR ANNUAL SOFA STATUS STATEMENT**

**Non-Federal Entity's Letterhead**

Date \_\_\_\_\_

MEMORANDUM FOR COMMANDER, USAG BAVARIA

SUBJECT: SOFA status of members for NFE \_\_\_\_\_ (Name of Non-Federal Entity)

1. The number of current members is \_\_\_\_\_ (fill in number of members).
2. The percentage of members with SOFA status is \_\_\_\_\_ (fill in percentage).

**or**

All of the members have SOFA status.

3. POC for this memorandum is \_DSN \_\_\_\_\_, e-mail \_\_\_\_\_.

\_\_\_\_\_  
NFE President's Printed Name

\_\_\_\_\_  
NFE President's Signature