

Appendix 2 – Letter of Transmittal

Instructions:

Each subsequent shipment (not the initial Agreement shipment) must be accompanied by a letter of transmittal. Please cut and paste text below onto institute letterhead, fill out agreement number and institute name, and sign letter. Name the file: **LT [Your institute name SHIP DATE]**. Email along with Appendix 1 Black Box Deposit spreadsheet to NLGRP-Blackbox@usda.gov.

SHIP DATE

Dr. Daren Harmel
USDA-ARS NLGRP
1111 South Mason St
Fort Collins, CO 80521

Dear Dr. Harmel

Under the USDA-ARS Germplasm Storage Deposit Agreement # _____ (# can be found on executed MTA) between ARS and _____, Depositor is sending ARS additional germplasm for black box storage. Attached is an additional Appendix 1 – Black Box Deposit Form that shall be added to the Germplasm Storage Deposit Agreement as acknowledged by ARS.