Dear (U.S. Trade Representative),

I am providing the following information in accordance with Executive Order 12591, which requires consultation with the U.S. Trade Representative (USTR) when entering into a Cooperative Research and Development Agreement (CRADA), Patent License Agreement (PLA) or Software License Agreement (SLA) with a foreign entity.

1. Laboratory: [Navy Collaborator, address]
2. Partner Entity: [Non-Navy Collaborator, address]
3. Country of Entity: [If Non-Navy Collaborator is a U.S.-based subsidiary of foreign company, provide Parent Company name, address, and domain of incorporation.]

[If Non-Navy Collaborator is a foreign company, academic partner, or individual, provide its name, address, and domain of incorporation]

1. Agreement Type: [CRADA/PLA/SLA]
2. Agreement Title: [Title]
3. Agreement Purpose: [Purpose]
4. Classification: [Highest classification level of proposed collaborative work]
5. Other Information: [if necessary -- i.e. Special Security Agreement]

Please e-mail me documentation indicating whether USTR concurs with this proposed agreement.

If you have any questions or concerns regarding this agreement, please contact [ORTA Contact information].

Thank you,