**Letter Template for Response to a Stop Work Order or Suspension Notice**

***Please ensure you adapt this template to suit your own organizational context and situation.***

[Your Organization's Letterhead]

[Date]

[Contracting/Agreement Officer's Name]

[USAID Mission]

[Address]

Subject: Response to Stop Work Order/Suspension Notice for [Contract/Cooperative Agreement/ Grant Number]

Dear [Contracting/Agreement Officer's Name],

We acknowledge receipt of the Stop Work Order (SWO)/Suspension Notice dated [SWO/Suspension Date] for the above-referenced contract/grant/cooperative agreement. We confirm our commitment to comply by promptly ceasing all work as directed and providing any required certification, including DEIA documentation. In accordance with **FAR Clause 52.242-15/Alt.1 *[remove if letter is in reference to a grant or cooperative agreement]***, we are taking immediate steps to minimize or suspend costs. Attached to this letter, we are submitting a Justification of Legitimate Continuity Costs outlining necessary expenses for continuity and those that cannot be reasonably minimized.

We would like to emphasize the following key points regarding continuity costs:

* We have identified costs that cannot be suspended or mitigated, which include [brief list].
* Maintaining readiness offers a cost-benefit advantage compared to potential higher termination or reactivation costs.
* These continuity costs are complementary to, not a replacement for, future Requests for Equitable Adjustment (REAs) for extensions or adjustments.

*[Optional section on alignment with USAID objectives]*

*Use this section to demonstrate how the activity aligns with performance indicators and U.S. foreign policy priorities.*

*Share specific contributions to development objectives or CDCS goals like economic growth or regional stability that align with new policy.*

We kindly request:

* Confirmation of payment for costs and invoices incurred before the effective date of the SWO.
* Consideration of interim reimbursements for continuity costs to safeguard financial stability, particularly for US small businesses, local businesses, and NGOs involved in this contract.

We reaffirm our commitment to collaboration and our readiness to adapt to any changes. For any follow-up questions or instructions, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Justification of Legitimate Continuity Costs

*In this justification, consider the following costs:*

* *Personnel costs: Justify why employees continued to be paid during the shutdown. Explain why they could not be reassigned to unaffected activities or indirect cost functions. Address any use of vacation pay during the shutdown.*
* *Direct costs: Outline any direct costs related to the project that couldn't be avoided, such as essential materials or equipment rentals.*
* *Indirect costs: Explain any fixed expenses like rent or utilities that continued during the stoppage.*