KORESPONDENSI
BAHASA INGGRIS

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ASMI DESANTA
YOGYAKARTA

1
**Letter**

= an instrument to send information or messages.

It includes:
- news, messages and information
  - written/printed
  - from one person to another person
    from one organization to another organization

Letter is written/printed news, messages and information sent to someone.

Correspondence is the activities of letter-writing.

A letter has 2 purposes. It’s both a messenger and an ambassador
   a. As a messenger, it carries what you want to say to its recipient.
   b. As an ambassador, it carries your image, the image of the organization for which you work.

Therefore, if you write a letter, you must be clearly understood and you must create the good impression, both in content and presentation.

There is no special language used in letter. Don’t waste words and keep your language simple.

e.g.= - I hope that you will be in the position to make a decision within a short time. (WW)
   - I hope you could decide soon.

The three principals in writing a letter. We usually called 3Cs. They are:

1. Clarity (clearness)
   - be accurate: the information you give in an official letter must be accurate.
   - think clearly: think before you write, so that the meaning conveyed in your letter will be clear, both to yourself and to the recipient.

2. Conciseness (give lots of information in a simple words)
   - write simply: always use short words, short sentences and short paragraph. This makes a letter easy and quick to be read.
     It will also easier to be understood.
   - be brief : this means that you should use words briefly
3. Courtesy (politeness)

Always use polite words and prefer the familiar word to the unfamiliar one.

e.g. - accept == to take responsibility for
     - except == to exclude
     - cheque/bill == bank draft
     - special == particular, beyond the usual

**Exercise:**

1. *Translate the following words below:*

   a. sepeda hijau baru
   b. sepeda hijau baru saudara perempuanku
   c. 3 sepeda hijau baru saudara perempuanku
   d. tas coklat
   e. tas kulit coklat
   f. tas kulit coklat buatan tangan
   g. 15 tas kulit coklat buatan tangan
   h. 12 pria tampan
   i. 12 pria tampan tinggi
   j. hotel bintang 5 yang terkenal

**Structure of Sentence**

<table>
<thead>
<tr>
<th>S</th>
<th>P</th>
<th>O</th>
<th>Adverb of manner</th>
<th>Adverb of place</th>
<th>Adverb of time</th>
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</table>

example:

- Nia studied English seriously in her room last night.
- Mr. Dickens is playing the piano beautifully in the school hall now.
**Exercise:**

*The following words are not in the right order. Arrange them correctly!*

1. the film – I – enjoyed – yesterday
2. listened to – the news – carefully – I
3. well – the man – the piano – played
4. games – played – yesterday – in their room – quietly – the children
5. quietly – the door – he – opened
6. a tree – in the corner – he – planted – of the garden
7. before lunch – the letter – quickly – he – read – in his office
8. there – a lot of people – at the bus stop – are
9. an apple – this morning – the little boy – ate – greedily – in the kitchen
10. this morning – a book – I – from the library – borrowed
11. we – at home – on Sundays – stayed
12. a new school – they – last year – built – in our village
13. she – a letter from her brother – last week – received
14. she – beautifully – draws
15. the match – at six o’clock – ended – in the evening
Exercise:

1. Arrange the jumbled data below into a correct structure of letter in Modified block style!
   - RE: Purchase Order No. 123 G
   - INDONESIAN MODERN OFFICE EQUIPMENT, Jl. Samudera Raya No.35B, Bandung 23001, Indonesia
   - Dear Parker
   - We have studied your catalogue very carefully and are very pleased with the quality of the typewriters you offered
   - Yours sincerely
   - Enc.1
   - William C. Parker, Marketing Manager, International Corporation Ltd, 23 Kyoto Boulevard, Tokyo 30001, Japan
   - Thank you for your letter of 17 September 2014 enclosing your catalogue, price-list and terms of payment
   - Allan P. Martadinata, Sales Manager
   - Attention: Marketing Manager
   - We enclose our official purchase order and shall pay for the typewriters by banker’s transfer on receipt of your pro-forma invoice
   - 20th September 2014

2. Arrange the following data into a complete official letter in semi block style.
   - royal typewriter corporation, 135 international boulevard, new york, ny 12007
   - 23 september 2010
   - mr. William Jackson, purchase manager, sun office equipment, 21 fifth avenue street, los angeles, la
   - dear mr. William
   - thanks for your letter of September 15th, 2010 inquiring about our latest catalogue, price-list and terms of payment
   - we have pleasure in enclosing our latest catalogue, price-list and terms of payment together with samples of our promotional gifts
   - we hope you will find our prices and terms satisfactory and look forward to receiving your trial order
   - yours sincerely
   - jonathan smith, marketing manager
   - enc.2
INVITATION LETTER

Content of Invitation letter

1st paragraph : explain kind of party or event and invite the guest to come

1. We are organizing a banquet to celebrate …………….of ……………
2. We have a dinner party to celebrate …………….of ………………….
3. We invite you to come to our party
4. We would like to invite you to come to our party

2nd paragraph : mention the specific date, time, place and other important information

1. The party will be held on …………….at………….in………….. 
2. Dress will be formal 
3. We should appreciate if you wear formal clothes 
4. If you require hotel accommodation in Bali, please inform us/let us know

3rd paragraph : express hope for the guest coming

1. We hope you will be able to come to our party
2. We should be pleased if you are able to come to our party

Exercise

1. Translate the following sentences into English


b. Dengan senang hati kami ingin mengundang Saudara untuk dapat hadir di acara peluncuran produk terbaru kami pada Kamis, 16 Oktober 2011.

c. Kami akan sangat berterima kasih jika Saudara mengenakan pakaian formal.

d. Kami menunggu jawaban Saudara secepatnya.

e. Harap menelpon kami bila Saudara berhalangan untuk hadir di acara kami.

2. Make sentence using these words:

a. invitation
b. invite
c. celebration
d. urgent
e. appropriately
3. Make sentence to:

a. invite one of your regular customer to come to your office to have a demonstration of new product
b. gratitude for the invitation to attend the opening of Apple new branch store in Jakarta
c. Ask for help to the inviter to reserve a double room in a hotel in Jogja for 2 days
d. apologize for being unable to attend the banquet to celebrate the 10th anniversary of Jogja Hospital
e. hope for receiving the room confirmation as soon as they make room reservation

4. Write an invitation to Charles Brown, the President Director of WOOL CAT Ltd, 17 Beach Road Wood Stock Oxford Shire England to come to a dinner party to celebrate the 5th anniversary of BIO LINK Co. The banquet is on 10 December, 7 p.m., Yogyakarta Room Santika Hotel Yogyakarta.

| William A. Ford, Director of TELECOM Co |
| Cordially invites |
| Andre Ploeger, Director of COMMUNICATION WORLD |
| for dinner of 3rd anniversary |
| on Monday, April 5th, 2010 at 7.30 p.m. |
| Melia Puro Sani Hotel Yogyakarta |
| Jalan Magelang no.123 | RSVP |
| Yogyakarta | Phone (0274) 556785 |
| | Dress: Formal |

RSVP = *Respondez s’il vous plait* means answer needed (mohon dijawab)
Asking for Appointment Letter

Content of the letter

1st paragraph: Express appreciation to the person asked to meet with you and tell the purpose of the meeting.
   a. I should appreciate the opportunity of talking things over with you personally, as I think the various points can be settled more quickly at a meeting.
   b. I would like to see you on a matter that I think will interest you, about network of our business that will be expanded.
   c. In connecting with the matter of billing problem, I would like to have opportunity of meeting you personally.

2nd paragraph: Ask or suggest the time or place for the meeting
   a. If you will suggest the time or place, I will arrange my own appointments to fit in with you.
   b. I hope it will be convenient with you, if I call on Wednesday at 7 p.m. or any other time that will suit you.
   c. My secretary will call you soon to see when a meeting can be arranged.

Closing: Hope for reply or response
   a. I hope you will be so kind as to let me know.
   b. Thank for your attention and I look forward to hearing from you.
   c. I look forward to your answer.

Exercise

1. Make sentence using the following words:
   a. Meet (verb)
   b. Suggestion (noun)
   c. Important (adjective)
   d. Arrange (verb)
   e. Promptly (adverb)

2. Translate the following sentences into Indonesian
   a. I would appreciate if you could spare me an hour or more time to talk about the urgent problem.
   b. May I come and see you about it some time next week?
c. I’m so glad having the opportunity to come to your office and discuss our newest MOU.
d. Please call us soon if you have decided the time and place for the meeting.

3. Write a letter asking for an appointment to one of your regular customer in SBS. The objective of the appointment is to introduce newest product of filling cabinet and to expand the cooperation. Suggest the time and place of the meeting. You may use your own name as Purchase Manager of a company. Use today’s date.

Response of Appointment

Content of the letter

Opening paragraph: Thank or appreciate the person for taking the time to meet with you.
   a. I am very pleased to learn that you will be in Bandung next month.
   b. Thank you for your letter of June 30th, 2011. I would be so happy to see you while you are in Yogyakarta.
   c. Thank you for your note announcing your arrival in Surabaya on May 26th, 2011.

2nd paragraph: Ask or restate the time, place, and purpose of the meeting
   a. I would be delighted for you to come in and talk to us about our sales training program. Perhaps you would ring my secretary, Ms. Tania, to arrange mutually convenient time.
   b. If you could make it 4 o’clock rather than 3 o’clock, it would suit me better.
   c. My partner and I would be glad to see you when you are in town next Friday. The time you mention would suit us well.

Closing: Hope for the meeting with the person
   a. We look forward to meeting you and hope we can be of some assistance to you in your work.
   b. I look forward to seeing you soon.
Exercise:

1. Complete the following letter and decide what subject the letter is.

CONGRATULATION LETTER

It is written to convey your best wishes to someone who has experienced a great moment in his/her life. This type of letter is written for business as well as personal purposes. The letter has to be warm, simple and concise.

In the beginning of the letter you have to congratulate the person for his/her accomplishments in professional or personal life. The reader should feel happy after reading the letter. This sort of letter is written to congratulate someone for his/her graduation, engagement, first job, promotion, etc.
How to write an effective congratulation letter:

1. Write the congratulation letter as soon as possible
   This is your chance to notice their special occasion.
2. State the specific occasion
   At the beginning, express what motivated you to write your letter.
3. Express praise and approval
   Outline the reader’s accomplishments and the good it has or will do.
4. Keep your letter simple and concise
5. Be positive
   Do not include any negative comments or unhappy news.
6. Don’t suggest that the fortunate event should benefit the letter-writer
   Even if your motive is to win a customer, don’t let them know.
7. Edit your letter

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On behalf of the entire team of Rosewood Publications, I would like to heartily congratulate you of your recent graduation from Oxford University with Masters in Journalism. That you stood first in the department of Journalism is great news for all of us here.

I was delighted to read about your successful completion of the course in the newspaper. We felt great that you were part of our team. I hope that working with us has helped you and contributed to your success in a small way.

The entire company is wishing you all the best for your future. Please accept my heartiest congratulation for your success.
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1. Make a congratulation letter for one of your business partner who gets higher job position in his/her office. Express your hope for her/him to perform his/her duty well in the new job position. Write the letter in SBS.

2. Make a reply to congratulation letter you have already made in FBS
October 8, 2008

Kalani David
e/o Sunset Beach Elementary School
59-360 Kamehameha Highway
Haleiwa, HI 96712

Dear Kalani,

I would like to express my heartiest congratulations to you for winning the Surfer Hot 100 Air Invitational at Kuhio Beach on July 12, 2008. That is a great achievement, especially since, at 10 years old, you were the youngest competitor there.

As one of the state senators of Hawai’i, I am very proud to see our young people excel in ocean sports, as you have done. You serve as a role model for other young people.

Again, congratulations and best wishes for continued success as you build your surfing career. Please feel free to contact my office if I can be of assistance.

Very sincerely yours,

[Signature]

Ron Menor
State Senator
17th Senatorial District

Here are samples of acknowledgement of congratulation letter

Dear Danielle,

I appreciate your generous letter about my promotion to Executive Vice President. Such good wishes and kind words will help me do a better job, I’m sure.

Thanks for your note and for your valued friendship.
SALES LETTER

Content of the letter:

1st paragraph: introduce the product and send catalogue/brochures, price-list, terms of payment, etc

- We would like to introduce our newest/latest product of “Juke”
- We have new product of “Sophie Martin”. It is a qualified leather cosmetic bag, available in many colors.
- We have pleasure in sending you a copy of our catalogue, price-list and terms of payment.
- We are pleased to send you our catalogue that includes full details and price-list of our complete range of furniture.
- We enclose a copy of our latest catalogue and price-list.

2nd paragraph: offering, usually offering special price or terms and also draw the reader’s attention to the product offered

- We would like to draw your attention to our new product of toys.
- Let us draw your attention to our latest product of cosmetics.
- We are offering a special discount of 10 percent on all orders before the end of this year.
- We can offer 15 percent discount on all orders for this month
- We are able to offer a special discount of 5 percent on all orders above Rp 5,000,000,-
- We are allowing special terms of payment if you order above Rp 10,000,000,-

Closing paragraph: express hope to receive order

- We hope you will take advantage for this exceptional offer
- We hope that you will be pleased with the catalogue and look forward to receiving your order
- We should be pleased to invite you to come to our show room anytime to give you a demonstration.

Exercise:

1. Write sentences to:
   a. hope your customer will decide to make order from the brochures you enclosed in the letter.
   b. offer free delivery around Jakarta area
   c. draw your customer’s attention to the new product of women handbags
   d. hope you will be able to come to their office to give a free demonstration
2. Translate the following sentences into English
   a. Kami harap saudara akan senang dengan barang-barang yg kami kirimkan
   b. Dengan senang hati kami kirimkan pada saudara hadiah-hadiah promosi kami
   c. Kami dapat memberikan saudara potongan harga khusus sebesar 10% untuk pesanan di atas $ 5,000
   d. Kami menawarkan suatu barang dengan mutu tertinggi dengan harga yang sangat wajar/masuk akal, dan kami harap saudara akan mengambil kesempatan ini untuk mencobanya.

3. Make sentence by using these words:
   a. decide (V)    d. offer (V)
   b. decision (N)   e. particular (adj)
   c. offer (N)

   Dear Mr. Davis,

   We would like to introduce our newest product of toys. We are pleased to send you the catalogue which includes full details and prices of our complete range of toys.

   We would particularly like to draw your attention to our new model of toys which you will find on page 21 of the catalogue we enclose. As you have placed many orders with us in the past, we have decided to give you a special offer of our products.

   We hope you will be satisfied with the catalogue we send you and look forward to receiving your order.

4. Write a letter to Mr. Walter D. Spencer, Purchase Manager of Bandung Continental Hotel, Jl. Papandayan no.14 Bandung Jawa Barat. Introduce the new product and enclose your latest catalogue, price-list and terms of payment. Draw Mr. Spencer’s attention to the new towel which is specially designed for hotel guests. Offer 15% discount on all orders above Rp 10,000,000,-. Write the letter in MBS.
Letter of Order

Exercise:

A. Write sentences to:

1. thanks for their quotation of 1st December 2011
2. say that you are very pleased if they accept your order of 100 units Sony LED television
3. describe methods of payment by banker’s transfer within 30 days from the delivery date
4. enclose official order form
5. hope to receive the goods as soon as possible and ask for their confirmation

B. Write sentence using the following words:

1. order (N)  4. receipt (N)
2. order (V)  5. promptly (adv)
3. receive (V)

sample of “letter of order”

PT MULTI JAYA ABADI
Jl. Maphilindo Raya No.90
Surabaya

Allan Martadinata        December 5th, 2011
Marketing Manager
BEST FURNITURE
Jl. P. Diponegoro No.74
Jepara

Dear Allan,

Subject: Purchase Order

Thank you for your letter of December 2nd, 2011 enclosing your catalogue, price-list and terms of payment.

We have studied the catalogue very carefully and are very pleased with the quality of the furniture you offered. We enclosed our official purchase order and shall pay for the goods by banker’s transfer on receipt of your pro-forma invoice.

Please kindly acknowledge this order and confirm that you will be able to deliver the goods by the end of this month.

Yours sincerely,

Theo Samantha
Purchase Manager
Assignment Letter

A letter of assignment is a document in which the writer assigns a specific portion of his or her rights to the recipient of the letter. This is the most commonly used in the area of business bankruptcy and insolvency, when a business owner starts assigning some of his assets to a trustee for the purpose of sale. However, this letter can also be used to assign other specific rights an individual might have to another person, including the right to collect payment from someone, of the right to act on behalf of the writer in a specific situation.

Tips for writing letter of assignment

Be 100% clear in what rights you are assigning, and for what duration of time – ambiguous language or general terms here can cause some big problems with the agreement

Sample letter of assignment

Hopgood Liquidations
1239 Mercer Street
Oxford shire, London 54735

Dear Hopgood Liquidations,

This letter is to hereby certify that on July 14th, 2009, you are to take possession of three (3) Ford Econoline transportation vans from our business, Greenbelt Couriers, for the purpose of liquidation. We certify that all the proceeds from the sale of these 3 vans, minus administrative feels, will be used to pay off the debt to the Royal Bank of Canada, loan #654232

Sincerely,

Greenbelt Couriers
Here is another sample of assignment letter:

SMART COLLEGE
95 Main Street
Sydney, Australia 98685

27 December 2010

Letter of Assignment

The Director of Smart College gives assignment to:
Name : Ted Hoppe
Position : Head of Administration Division of SMART COLLEGE

To attend leadership training for 5 days that will be held by Top Training Center on:
Date : 6 – 10 January 2011
Place : Oval Building
       30 Justice Road, Sydney-Australia

Thus the letter of assignment is made to be well implemented.

Yours faithfully,

Mark Spencer
Director
NOTIFICATION LETTER

Content of the letter:

Opening: notify the news

a. This letter is to notify that ……………………
b. We would like to notify about……………………

Closing:

a. I hope this information is sufficient
b. Please feel free to contact us directly at …….(phone no.)
c. If you still need further information, please contact us.
d. Thank you for your attention. We look forward to hearing from you.

Exercise:

We would like to notify that our office will close for a week begins from
Monday, December 27th, 2011 because of national holiday.

We hope this information will be useful for you. Please feel free to contact
us directly at 0274-6657823 if you still need further information.

Thank you for your attention.

Read the letter from Vancouver Manufacturing, then answer the following questions:

1. What is the topic of this letter?
2. What is the content of the letter?

Make a reply to this letter in MBS. Give information that you have received the letter. Say
thanks for the information. Say that you will always be their business assistant and keep the
cooperation in a good condition.
MOU

(Memorandum of Understanding)

A memorandum of understanding (MOU) is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal
commitment or in situations where the parties cannot create a legally enforceable agreement. It is a more formal alternative to a gentlemen's agreement.

All MOUs must identify:

- the parties involved;
- the name of the event;
- the duration of the MOU;
- the role of each party;
- how the MOU can be terminated;
- contact information of signing parties.

**A Detailed List of Aspects to Include in a Memorandum of Understanding.**

- The date of the Memorandum of Understanding.
- Describing the situation of the parties involved and how they relate to each other.
- What services each party contributes to the deal before, during and after the Joint Venture.

**Communication Details**

- The names and contact information of each party.
- Any probationary or trial period.
- Any set dates to review activity, performance, or satisfaction with deal.
- What parts of this deal are open to change or negotiation and how.
- What aspects of the deal should require formal notification and how.
- How disputes will be settled.

**Compensation Details**

- Who handles the money and how.
- How people are paid (who pays who, by what method, in what currency, deposited where).
- When people are paid (the same day every month, immediately after the transaction).
• How much people are paid (flat fee, a percentage of the sale, if so, does this include GST, a percentage of the profit and if so, what are the applicable costs and how much are they, on all customers, on certain customers and if so, how is sales are tracked and reported).

• How long people are paid (for the initial sale of a customer, for the lifetime of the customer’s business, for the duration of the contract, for 6 months after the contract ends).

Term of Agreement

• When the deal starts (on a certain date, during a limited event, as soon as a sale occurs).

• How long it lasts (for a certain period, indefinite until someone ends, at the end of an event).

• How the deal is terminated (by one or both parties, under what circumstances, how is the end carried out.)

• What happens at the end of or after the deal.

Miscellaneous

• Any restrictions to either party

• Any disclaimer statements

• Any privacy statements (such as revealing the sales amount, but not information about the customers)

• A place for all parties to sign the agreement.
MEMORANDUM OF UNDERSTANDING

BETWEEN [REQUESTING LAW ENFORCEMENT AGENCY] AND [ASSIGNING LAW ENFORCEMENT AGENCY]

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the [requesting law enforcement agency], whose address is ________________, and the [assigning law enforcement agency], whose address is ______.

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which certified peace officers of the [assigning law enforcement agency] may, pursuant to Wyo. Stat. Ann. § 7-2-106(b) (2004), provide law enforcement assistance within the territorial jurisdiction of the [requesting law enforcement agency]. [Include a general description of the geographical boundaries of the territory covered by the MOU.]

3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ respective counties or municipalities and shall remain in full force and effect for not longer than one (1) month beyond the current term of office of [participating county sheriff or chief of police]. This MOU may be terminated, without cause, by either party upon [time frame] written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

4. **Payment.** ___________. [If payment is to be made for costs and expenses under paragraphs 5 or 6, set forth the amounts and the time frame when payment is to be tendered. Otherwise, state “no payment shall be made to either party by the other party as a result of this MOU.”]

5. **Responsibilities of [the requesting law enforcement agency].** [Delineate all obligations of the first party listed above. Include the agency’s responsibilities for costs and expenses related to the officers assigned, including the cost of wages,
salaries, benefits and damage to equipment belonging to an officer or the assigning agency while acting pursuant to this MOU.]

6. **Responsibilities of [the assigning law enforcement agency].** [Delineate all obligations of the second party listed above. Identify the certified peace officers assigned and covered by this MOU, and include the agency’s responsibilities for costs and expenses related to the assignment, including the cost of wages, salaries, benefits and damage to equipment belonging to an officer or the assigning agency while acting pursuant to this MOU.]

7. **General Provisions**

   A. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

   B. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the _[insert the Judicial District and County]_, Wyoming.

   C. **Authority Granted and Chain of Command.** Peace officers of the _[assigning law enforcement agency]_ assigned and performing duties pursuant to this MOU are subject to the direction and control of _[requesting sheriff or chief of police]_ and shall have full peace officer authority within the territorial jurisdiction of the _[requesting law enforcement agency]_. Nothing in this MOU shall be interpreted to authorize any assigned peace officer to exercise any power that the _[requesting law enforcement agency]_ is not authorized to exercise.

   D. **Entirety of Agreement.** This MOU, consisting of _[insert number]_ pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
E. Liability. Pursuant to Wyo. Stat. § 7-2-106(c) (2004), any peace officer acting under this MOU shall be deemed to be acting within the scope of his duties for purposes of the Wyoming Governmental Claims Act and the state self-insurance program, Wyo. Stat. § 1-41-101 through 1-41-111, or the local government self-insurance program, Wyo. Stat. § 1-42-101 through 1-42-207. All privileges and immunities from liability, and all pensions, disability, worker’s compensation and other benefits which normally apply to peace officers while in the performance of their duties in their own jurisdiction shall also apply to them when acting pursuant to this MOU. For purposes of Wyo. Stat. § 27-14-104, the requesting and assigning law enforcement agencies shall be a joint employer as defined under Wyo. Stat. § 27-14-102(a)(xix) and the designated peace officer shall be a joint employee as defined under Wyo. Stat. § 27-14-102(a)(xxi).

F. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

G. Sovereign Immunity. The [requesting law enforcement agency] and the [assigning law enforcement agency] and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

H. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party’s performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.
8. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**[REQUESTING LAW ENFORCEMENT AGENCY]**

________________________________________
[Name and Title (Sheriff or Chief of Police)] Date

________________________________________
[Name and Title (Governing Body)] Date

**[ASSIGNING LAW ENFORCEMENT AGENCY]**

________________________________________
[Name and Title (Sheriff or Chief of Police)] Date

________________________________________
[Name and Title (Governing Body)] D