

[Date]

[Recipient Name]

[Recipient Title]

[Partner Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Transmittal of Memorandum of Understanding (MOU) for Agency Banking Network Expansion

Dear [Recipient Name],

Please find attached two (2) original copies of the Memorandum of Understanding (MOU) regarding the strategic expansion of our Agency Banking Network.

This document outlines the collaborative framework, operational responsibilities, and technical requirements agreed upon during our recent consultations. Our goal remains to enhance financial inclusion by increasing the reach of banking services through your established distribution points.

We kindly request that you review the document and, if found in order, have both copies signed by an authorized signatory. Please retain one original for your records and return the second signed original to our office at the address provided below:

[Return Address/Department]

[Company Name]

Should you have any questions or require further clarification regarding the terms, please do not hesitate to contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to a successful partnership in expanding banking accessibility.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Organization Name]

Enclosure: Memorandum of Understanding (2 copies)