

The original documents are located in Box 1, folder “Letters to and from World Leaders - Sample Letters” of the NSA Presidential Transition File at the Gerald R. Ford Presidential Library.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

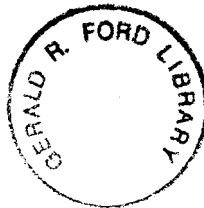
THE WHITE HOUSE

WASHINGTON

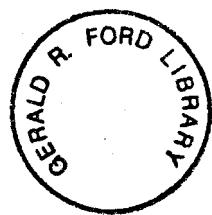
MEMORANDUM FOR THE VICE PRESIDENT

FROM: Henry A. Kissinger

The following are 12 representative letters grouped into four geographical areas which I propose you send to Heads of State upon your swearing in as President.



Sample Letters



Soviet Union



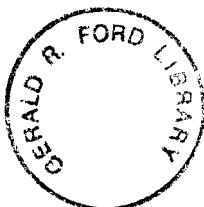
TELEGRAM TO MOSCOW

1. Please deliver immediately following message from the President to General Secretary Brezhnev. If he is not available, deliver to highest official available.
2. Begin text:

Dear Mr. General Secretary:

Upon assuming office as President of the United States, I wanted to be in immediate contact with you to share my views on the importance of continuing along the course of Soviet-American relations that you and President Nixon have charted in your Summit Meetings, in the Agreements that our two governments have reached, and in the general spirit of cooperation we have established. I have naturally participated as Vice President in the discussions prior to the most recent meetings with you in Moscow and discussed the results with both President Nixon and Secretary Kissinger. As you are no doubt aware, I have consistently supported in our Congress the foreign policy of President Nixon throughout his administration. Thus, I can confirm without qualification that American policy toward the Soviet Union will continue unchanged in my administration.

I share the worthy goals that were set forth in the communiques of the summit meetings in Moscow and in this country, and the approach to our relations that you and President Nixon have



DECLASSIFIED

E.O. 12856, Sec. 3.4.

MR 91-34 #1 Stat. (a) 2/1/92

By FBI, NARA, Date 3/17/92

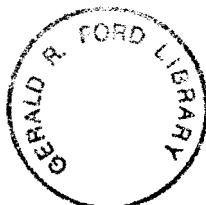
have elaborated in your private discussions. I firmly believe that in the nuclear age a policy of mutual restraint and of respecting the interests of all is the only course open to responsible statesmen. I am committed to that course. I will also give closest attention to the many negotiations already in progress between our governments or projected for the coming weeks. My administration will continue to approach these negotiations with the utmost seriousness and with determination to achieve concrete and lasting results in the common interest of our two countries as well as the world at large.

I value the intimate and open exchanges that have been carried on in the interim between the summit conferences. I would like to assure you that the channels of communication that have been established remain open at any time.

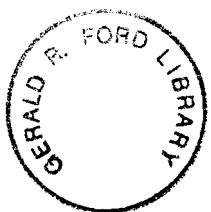
I have asked Secretary of State Kissinger to continue in office so as to ensure continuity in the conduct of our foreign policies. He has my full confidence and support.

Finally, Mr. General Secretary, I want to reaffirm the invitation to you to visit this country next year. Please convey my regards to your colleagues, President Podgorny, Premier Kosygin, and Minister Gromyko.

Sincerely, Gerald R. Ford.



China

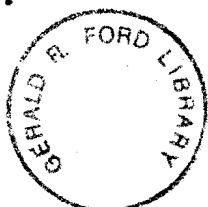


Dear Mr. Chairman:

As one of my first acts as the President of the United States, I wish to reaffirm the basic continuity of American foreign policy in general and our policy toward the People's Republic of China in particular.

My Administration will pursue the same basic approach to the international situation that has been carried out under President Nixon. I share the perspectives on the basic forces at work in the world that he and Secretary Kissinger have set forth. The United States will maintain the strength and resolve needed to conduct a strong international role. We will take the necessary steps to preserve world stability. Our relationship with the People's Republic of China will remain a cardinal element of American foreign policy; we continue to see a strong, independent China as being in our national interest. These views have solid bipartisan backing in the United States, and in my own case were strengthened by my visit to your country. I have asked Secretary Kissinger to stay on in my Administration. He has my full confidence and support. I have instructed him to continue the practice of keeping your government fully informed on all major issues affecting Chinese interests.

DECLASSIFIED
E.O. 12958, Sec. 3.5
NSC Memo, 11/24/98, State Dept. Guidance
By dal, NARA Date 12/18/03

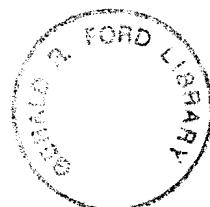


With respect to our bilateral relations, I fully endorse and intend to carry out the commitments expressed by President Nixon and reaffirmed by Secretary Kissinger. We will adhere to our policy concerning Taiwan that has been conveyed to you and Prime Minister Chou-En-lai on several occasions and that is reflected in the Shanghai Communique.

I believe it is important that Secretary Kissinger visit the People's Republic of China before the end of this year, at a time to be agreed upon by our two governments, in order to exchange views on the general international situation and to chart in specific terms the future course of our bilateral relations.

There will be no higher priority during my tenure as *accelerating* President than ~~completing~~ the normalization process that our two countries have embarked upon after two decades of separation. I look forward to working with you to ensure that what we have begun will endure.

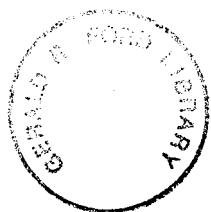
President Ford



NATO



France



TELEGRAM TO PARIS

1. Please deliver immediately following message from the President to President Giscard. If recipient not available, deliver to highest official available.
2. Begin text:

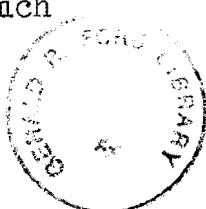
Dear Mr. President:

Upon taking office as President of the United States I should like to assure you personally of my administration's firm determination to maintain the commitments and obligations we have jointly entered into. The North Atlantic Alliance will continue to be the cornerstone of our foreign policy. It is the basis of our common security and the centerpiece of the numerous ties of the Atlantic world.

Our bonds with France run deeply throughout our history as a nation and I look forward to close and continuing contact with you personally and with France as an ally and traditional friend.

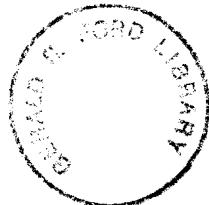
In recent weeks, we have taken an important common step toward giving our association in the alliance a new sense of purpose. I profoundly hope that this will be the foundation for common efforts to strengthen Atlantic cooperation and, in particular, the ties that are being built between ourselves and the European community. I welcome the new spirit of confidence that pervades these relations and have noted with special satisfaction the effective manner in which consultations have been conducted while France has occupied the Presidency of the nine.

DECLASSIFIED
E.O. 13526, Sec. 1.5
REF ID: A624499, SUB DPT. OF STATE
By [Signature] Date [Signature]

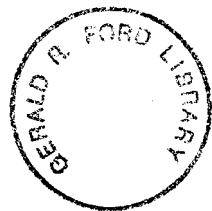


We face many challenges in the years ahead, especially in the economic field. I would welcome an early opportunity for a meeting between us to discuss these and other matters. I will of course attach the greatest value to your views at any time and hope therefore that the tradition of frequent and confidential communication between Presidents of our countries will be continued.

I have asked Secretary of State Kissinger to continue in office so as to ensure continuity in the conduct of our foreign policies. He has my full confidence and support. Sincerely, Gerald R. Ford.



Germany



TELEGRAM TO BONN

1. Please deliver immediately following message from the President to Chancellor Schmidt. If recipient not available, deliver to highest official available.
2. Begin text:

Dear Mr. Chancellor:

As I assume the Office of President of the United States I should like to affirm to you that for my administration as for that of President Nixon, the firm ties of friendship and alliance that join our countries remain central to this country's foreign policy. NATO and the many other institutions and bonds through which we are associated are the foundation on which our common security rests. Together with our many friends and allies they enable us to work for peace with all countries and a better life for our peoples.

Our two countries have long based their policies on shared interests and values and this will remain the case in the future. In recent months, as symbolized by the Brussels meeting of NATO heads as government, many positive and promising steps have been taken to enliven the North Atlantic Alliance and our Atlantic partnership. I intend to pursue this course with vigor in the period ahead.

I am conscious of your own concern about the serious problems, including those in the economic area, that are on our joint agenda.

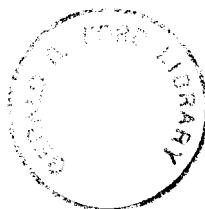
DECLASSIFIED
R.O. 12958, Sec. 3.5
NSC Memo, 11/24/98, State Dept. Guidelines
By dal, NARA Date 12/13/03



Our cooperation in dealing with them will remain essential for our common welfare. To the same end, we will be continuing our close cooperation with the nine as well.

I will deeply value continued close and frequent communication with you and I would like to express the hope that there will be an early opportunity to meet and talk in person.

I have asked Secretary of State Kissinger to continue in office so as to ensure continuity in the conduct of our foreign policies. He has my full confidence and support. Sincerely, Gerald R. Ford.



U. K.



TELEGRAM TO LONDON

1. Please deliver immediately following message from the President to Prime Minister Wilson. If recipient not available, deliver to highest official available.

2. Begin text:

Dear Mr. Prime Minister:

As I assume the Office of President of the United States, I should like at once to address this message to you as the leader of a nation to which we are tied by unique historic bonds of friendship and alliance. Like President Nixon, I am firmly committed to a strong NATO and a vigorous Atlantic partnership as the basis for seeking a lasting peace and advancing the welfare of our peoples.

Our two countries have many special ties and we have maintained the closest communication on all the important issues of our day. In recent weeks, we have been engaged in joint efforts to deal with the Cyprus crisis. I will continue to regard our close cooperation on this and other issues as a central feature in the conduct of our foreign policy.

I would like to stress that in addition to the intimate contact that is normally maintained between our governments, I want very much to continue the practice of direct and confidential communication with you and I look forward to an early opportunity to meet with you in person.

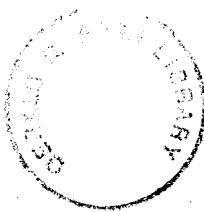
DECLASSIFIED

E.O. 13526, Sec. 3.5

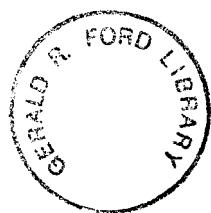
NSC Memo, 11/24/98, State Dept. ~~Classification~~
by dal, NARA Date 12/18/03



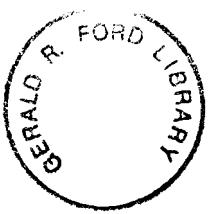
I have asked Secretary of State Kissinger to continue in office
so as to ensure continuity in the conduct of our foreign policies.
He has my full confidence and support. Sincerely, Gerald R. Ford.



Middle East



Egypt



TELEGRAM TO CAIRO

1. Please deliver immediately following message from the President to President Sadat. If he is not available, deliver to highest official available.

2. Begin text:

Dear Mr. President:

As I take up the Office of President of the United States, I am as one of my first acts writing to assure you and other friends of my firm dedication to the policies the United States has been pursuing in its international relations.

The foreign policy of the United States is soundly based on the support of both our major political parties. The principle of continuity in foreign policy has deep roots in the traditions, institutions and national interests of America. No principle will be more central to the conduct of the affairs of the United States under my Administration. I am fully committed to honoring all obligations undertaken by the United States in its relations with your country and with all other nations of the world. Specifically, I support all the discussions you have had with President Nixon and Secretary Kissinger.

In particular, I want you to know of my strong commitment to pursue our diplomatic strategy looking toward a just and durable

DECLASSIFIED

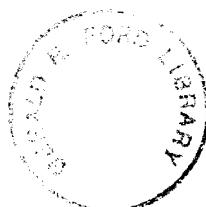
E.O. 12958, Sec. 3.5

NBC Memo, 11/24/98, State Dept. Guidance
By dal, NARA Date 12/18/03



peace in the Middle East with the same vigor that has characterized our efforts over the past nine months. Secretary Kissinger has kept me fully informed of his efforts over the past months, and I am very pleased that as Secretary of State he will continue to play a crucial role in this and all other aspects of American policy. The achievement of peace in the Middle East will remain one of the highest foreign policy objectives of the United States. As we continue to march toward that goal, which your statesmanship in large measure has brought within reach, I am determined to continue to strengthen and deepen the relations so recently renewed between our two countries.

Finally, Mr. President, I look forward to the visit you have been planning to this country later this year and expect soon to be in a position to suggest specific dates for your consideration. Sincerely yours, Gerald R. Ford.



Israel



TELEGRAM TO TEL AVIV

1. Please deliver immediately following message from the President to Prime Minister Rabin. If he is not available, deliver to highest official available.
2. Begin text:

Dear Mr. Prime Minister:

As I take up the Office of President of the United States, I want as one of my first acts to assure you and other close friends of my firm dedication to the policies the United States has been pursuing in its international relations.

The foreign policy of the United States, as you will know from your years among us, is soundly based on the support of both our major political parties. You also know that the principle of continuity in foreign policy has deep roots in the traditions, institutions and national interests of America. No principle will be more central to the conduct of the affairs of the United States under my administration. I want to pledge to you my full commitment to stand by all obligations undertaken by the United States in its relations with Israel. In particular, I want to reaffirm American support on a continuing and long-term basis for Israel's security, defensive strength and economic well-being.

It is in this spirit, Mr. Prime Minister, that I shall continue with full participation and support of Secretary Kissinger, to pursue

DECLASSIFIED
E.O. 12851, Sec. 3.5
NSC Memo, 11/24/73, State Dept. Guidance
By [redacted] MARA, Date 12/15/02

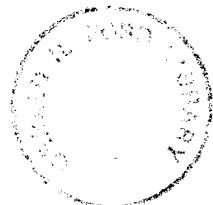


the quest for peace in the Middle East in which the United States has been so deeply engaged in recent months. Much has been accomplished but much remains to be done, and it is essential that no momentum be lost. I am confident that, working closely together in mutual trust and confidence, we can continue down the road toward the goal of peace in the Middle East and around the world, which is so vital to the future of both our nations.

Finally, Mr. Prime Minister, I look forward to seeing you personally when you come to Washington later this summer as we continue our discussions looking toward the next stage in the negotiations.

Sincerely yours,

Gerald R. Ford



Saudi Arabia



TELEGRAM TO JIDDA

1. Please deliver immediately following message from the President to King Faisal. If he is not available, deliver to highest official available.

2. Begin text:

Your Majesty:

As one of my first acts as President of the United States, I am writing to you and some other friends with whom we share a major interest in world developments. I want to assure you of the high importance I attach to the relations between our two countries, and of my dedication to a constructive and positive foreign policy by the United States.

The principle of continuity in American foreign policy has deep roots. I pledge to you that I am firmly committed to honoring the obligations undertaken by the United States in its relations with Saudi Arabia and with all other nations of the world. In particular, I want to affirm everything said to you on this subject by President Nixon and Secretary Kissinger.

Your Majesty, I know your own deep feeling on the need to achieve a just and durable peace in the Middle East. I shall value the opportunity to benefit from your counsel as we continue our effort to help the countries in the region move forward towards such a peace. I

DECLASSIFIED
E.O. 13526, Sec. 3.3
NSC Memo, 11/24/98, Subj: Eng. Consultations
By dal, XASA, DOD 12/18/03



assure you that this effort will proceed with the maximum vigor of which we are capable. It is my intention that we shall be able to build substantially on the steps taken over the past nine months. The achievement of peace in the Middle East will remain among the highest foreign policy objectives of the United States. On our side, the effort will proceed with the full support and participation of Secretary Kissinger. I know the effort cannot succeed without the concerted support of men of goodwill in the countries of the region. It is in that regard that I place exceptional importance on your own continued support and the chance to consult with you as we proceed.

Your Majesty, our two countries have enjoyed a long association and a close friendship. It has withstood various trials, and I am entirely confident that it will emerge with greater strength in the years ahead. The very substantial effort launched this spring to broaden and deepen the relationship between our two nations has been a matter of great satisfaction to me. I want you to know that I support it fully and will do everything I can from our side to ensure its success. This can be a new path on which Saudi Arabia and the United States can walk to serve our common interests of peace and progress, and the wellbeing of both our nations.

Sincerely yours, Gerald R. Ford.



Latin America



Brazil



TELEGRAM TO BRASILIA

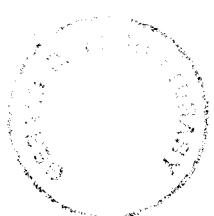
1. Please deliver immediately following message from the President to President Geisel. If recipient not available, deliver to highest official available.
2. Begin test:

Dear Mr. President:

As I assume my new responsibilities, my thoughts turn immediately to the international situation and especially to our friends and allies. Brazil and the United States have long shared a common view and common goals in the world, and our interests have never been closer than they are today. I am fully aware of the especially close relationship that exists between our two governments and want to assure you personally, on this my first day as President of the United States, of my strongest desire to do all within my power to continue and develop this relationship.

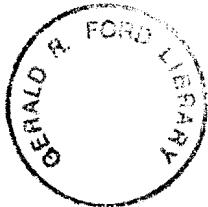
You are, of course, aware of the overwhelming bipartisan support of the foreign policy of the United States which has marked our foreign relations for many years. You will also undoubtedly have seen the strong reaffirmation of this bipartisan support which has accompanied my assumption of these new responsibilities. This is a source of great satisfaction and strength to me and I also count myself fortunate that I will have the services of Secretary of State

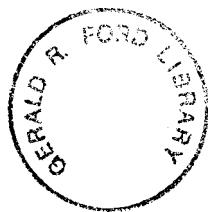
DECLASSIFIED
E.O. 13526, Sec. 3.5
NSC Memo, 11/24/98, State Dept. Guidelines
By dar, NARA, Date 12/18/03



Kissinger, in whom I have total confidence, to assist me.

I want you to know, Mr President, that my government will not fail to honor all of its commitments, both to Brazil and around the world. I am looking forward to cooperating closely with you as we address not only bilateral and regional matters in the Western Hemisphere but also the great causes of peace and progress in the world to which we are both dedicated. Sincerely, Gerald R. Ford.





Mexico

TELEGRAM TO MEXICO

1. Please deliver immediately following message from the President to President Echeverria. If recipient not available, deliver to highest official available.
2. Begin text:

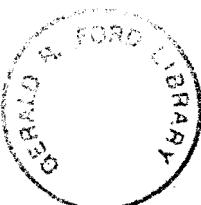
Dear Mr. President:

As I assume my new responsibilities, my thoughts turn immediately to the international situation and especially to our close friends and allies. I am aware of the unusually close and effective working relationship that exists between Mexico and the United States, and I want to assure you personally, on this my first day as President, of my strongest desire to do all within my power to continue this relationship.

You, of course, are aware of the overwhelming bipartisan support the foreign policy of the United States has had in this country for many years. You will also undoubtedly have seen the strong reaffirmation of this bipartisan support which has accompanied my own assumption of these new responsibilities.

I want you to know that my Government will not fail to honor all of its commitments both to Mexico and around the world. In carrying these out, I count myself fortunate to have the services of Secretary of State Kissinger, in whom I have total confidence. I look forward, Mr. President, to cooperating closely with you

DECLASSIFIED
E.O. 12958, Sec. 3.5
NSC Memo, 11/24/98, State Dept. Guidelines
By dal, NARA Date 12/18/03



as we address not only bilateral and regional matters in the Western Hemisphere but also the great causes of peace and progress in the world to which we are both dedicated.

Sincerely, Gerald R. Ford.



Other



Japan



TELEGRAM TO TOKYO

1. Please deliver immediately following message from the President to Prime Minister Kakuei Tanaka. If recipient not available, deliver to highest official available.

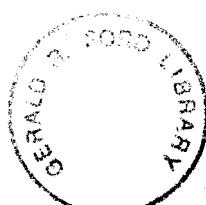
2. Begin text:

Dear Mr. Prime Minister:

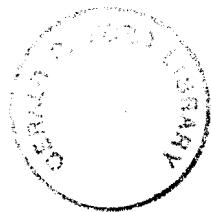
As I assume the Office of President of the United States, I wish as one of my first acts to assure you that I fully appreciate the importance of the close ties between the United States and Japan and to let you know that it will be my policy to ensure that those ties are maintained and strengthened. In particular, I wish to reaffirm our continued adherence to all of the treaties, agreements and understandings which have been reached between our two countries.

The foreign policy of the United States is soundly based on the support of both our major political parties. The principle of continuity of foreign policy has deep roots in the traditions, institutions, and national interests of America. Our close relationship with Japan has become and will continue to be the keystone of our policy in the Pacific area. I am confident that the mutuality of our interests and our partnership in security, diplomatic and economic affairs guarantees that our two countries will continue to work closely together not only to strengthen our bilateral relationship but also to make further contributions to a structure of peace and progress. In

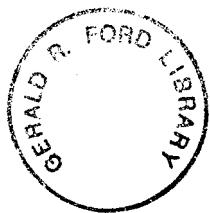
DECLASSIFIED
E.O. 13526, Sec. 3.5
NKC Memo, 11/2/91, State Dept. Circular
By [initials] NARA Doc. 12/12/02



these important endeavors, as well as in other areas, I will have the firm support of Secretary Kissinger, in whom I have the greatest confidence. Sincerely, Gerald R. Ford.



Vietnam



TELEGRAM FOR SAIGON

1. Please deliver immediately following message from the President to President Thieu. If recipient not available, deliver to highest official available.
2. Begin text: Dear Mr. President: As I assume the office of President of the United States, one of my first thoughts concerns the savage attacks your armed forces are now successfully resisting with such courage and bravery. I do not think I really need to inform you that American foreign policy has always been marked by its essential continuity and its essential bipartisan nature. This is even more true today and the existing commitments this nation has made in the past are still valid and will be fully honored in my administration.

These reassurances, although really not needed in the case of your country, are particularly relevant to the Republic of Vietnam. We have traveled a long and hard road together. I have listened to Ambassador Martin's report on the remarkable progress the Republic of Vietnam has made under your leadership. In the period since the signing of the Paris Agreements, I have been heartened by his report of your personal determination to continue the improvement of your governmental processes to insure that our

DECLASSIFIED

E.O. 12958, Sec. 3.5

NSC Memo, 11/24/98, State Dept. Guidelines
By dal, NARA Date 4/21/03



aid, and the increasing aid we confidently expect from other donor countries, can be rapidly and effectively utilized to bring the South Vietnamese economy to a self-sustaining level in the next few years. As the professional efficiency, the high morale, and the combat effectiveness of the armed forces of the Republic of Vietnam become increasingly evident to the leaders of the Democratic Republic of Vietnam in Hanoi, it is my earnest hope that they will agree to return to participation in the mechanisms set up by the Paris Agreements and begin to seriously work out with you modalities for the full and complete implementation of the Paris Agreements which I know is your desire.

I know you must be concerned by the initial steps taken by the Congress on the current fiscal year appropriations for both economic and military assistance to the Republic of Vietnam. Our legislative process is a complicated one and it is not yet completed. Although it may take a little time I do want to reassure you of my confidence that in the end our support will be adequate on both counts.

In these important endeavors I shall look to Dr. Kissinger, whom I have asked to remain as Secretary of State, for guidance and support. He has my fullest confidence, as does Ambassador Martin.

Sincerely, Gerald R. Ford End Text.

