

[Office of the Director Letterhead (see Figure A-13)]

In Reply Refer To:
Mail Stop xxx
#2001xxxx

Honorable Thomas J. Wilson
House of Representatives
Washington, D.C. 20515

OR

Honorable Christine A. Johnson
United States Senate
Washington, D.C. 20510

Dear Mr. Wilson:

Dear Senator Johnson:

The opening sentence of congressional letters should mention the constituent's name, the date of the letter, and the subject. Example: "Thank you for your letter of October 9, 2xxx, on behalf of Melvin Whitaker regarding" The closing sentence should not be abrupt, but should generally offer to provide further information or assistance. Example: "If we can be of further assistance, please let us know." OR "Your interest in this matter and the programs of the U.S. Geological Survey is appreciated."

A letter from a constituent that is transmitted by a congressional inquiry and a copy of the Member's incoming letter are always returned to the Member. Do not mention the constituent's letter in the text of the reply, and even though it is being returned, do not consider it an enclosure.

Sincerely,

(Name)
Director

(Type on file copies only)

cc: AS/WS (3) (White letterhead - xerox, 2 with copies of incoming and enclosure)
CL/WS (White letterhead - xerox with copy of incoming and enclosure)
OCL (White letterhead - xerox with copy of incoming and enclosure)
Director's File - MS 114 (White letterhead - xerox with copy of incoming and enclosure)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and enclosure)
CL - MS 112 (Letterhead - xerox with copy of incoming and enclosure)
Official File - MS xxx (Letterhead - xerox with copy of incoming and enclosure)
Other File Copies (as appropriate)

USGS:Water:KTSmith:cls:8/10/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-19
CONGRESSIONAL LETTER TO A REPRESENTATIVE'S OR SENATOR'S
WASHINGTON, D.C. OFFICE**