

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

In Reply Refer To:
Mail Stop xxx
#2001xxxx

Honorable Robert J. Jones
Chairman, Committee on Appropriations
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

When writing to the **chairman of a congressional committee or subcommittee**, he or she is addressed as “Dear Mr. or Madam Chairman.”

When writing to a **member of a congressional committee**, the address would omit the word “Chairman,” but otherwise remain the same. The salutation would be “Dear Mr./Ms. (Surname)” for the House of Representatives and “Dear Senator (Surname)” for the Senate.

Sincerely,

(Name)
Director

Enclosure
Open House Announcement

(Type on file copies only)

cc: AS/WS (3) (White letterhead - xerox, 2 with copies of incoming and enclosure)
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Director’s File - MS 114 (White letterhead - xerox with copy of incoming and enclosure)
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FIGURE A-20
CONGRESSIONAL LETTER - ADDRESSED AS CHAIRMAN OR MEMBER OF A
CONGRESSIONAL COMMITTEE OR SUBCOMMITTEE