

All correspondence packages that are for approval/signature/surname by the Deputy Director/Director, must have a Correspondence Brief attached to the left-hand side of the package. Originating office requirements may be different for correspondence signed below the Deputy Director/Director level.

CORRESPONDENCE BRIEF

ACCN #: 2001xxxx
Date: August 4, 2xxx

Subject:

Background:

Provide applicable information such as: reason for preparing the correspondence; historical development of the issue; relation of correspondence to policy issues, pending decisions, prior actions; options considered in providing response; and the pros and cons of each.

Summary of correspondence:

Correspondence has been coordinated with:

Name(s), Title(s), Telephone Number(s))

Author:

Name & Title
Telephone Number

Reviewed and Approved by:

(signature)

(Name and Title), Date
Telephone Number