

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

In Reply Refer To:  
Mail Stop xxx  
#2001xxxx

Mr. John Lincoln  
Chief, Procurement Division  
Department of Commerce  
14<sup>th</sup> and Constitution Avenue, N.W.  
Washington, D.C. 20230

Dear Mr. Lincoln:

We have received your letter of August 20, 2xxx, regarding the research vessel contract. The Director appreciates your sharing these concerns with him, and we will review and respond to this issue/these issues as quickly as possible.

Thank you for your interest in the U.S. Geological Survey.

Sincerely,

(name)  
Deputy Director or Director

(Type on file copies only)

cc: Director's File - MS 114 (White letterhead - xerox with copy of incoming)  
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming)  
Official File - MS xxx (Letterhead - xerox with copy of incoming)  
Other File Copies (as appropriate)

USGS:Water:KTSmith:cls:8/12/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-4  
EXAMPLE OF AN INTERIM LETTER**