

The Honorable (Name)
U.S. House of Representatives
Washington, DC 20515

Dear Representative (last name):

Begin the first paragraph of each letter with “Thank you for your letter...”, followed by a brief description of the subject of the incoming letter. [REDACTED]

(b)(5)

(b)(5)

Double space between paragraphs. Only the first and last paragraphs may contain one sentence. All other paragraphs must be more than one sentence.

All letters are to be centered on the page using a standard 1” margin. Do not justify the right margin. Times New Roman font with 12-pitch print style is recommended on all correspondence.

[REDACTED]
(b)(5)

Sincerely,

Neil A. Jacobs, Ph.D.
Assistant Secretary of Commerce for
Environmental Observation and Prediction
Performing the Duties of
Under Secretary of Commerce
for Oceans and Atmosphere

Enclosure