

NOTICE OF USE OF AN APPROVED TEMPLATE

U.S. House of Representatives
COMMISSION ON CONGRESSIONAL MAILING STANDARDS

1216 LONGWORTH HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6230

(202) 225-9337

TELEPHONE: OFFICE OF THE MAJORITY (202) 225-7666 ● OFFICE OF THE MINORITY (202) 226-0647

FAX: OFFICE OF THE MAJORITY (202) 225-7664 ● OFFICE OF THE MINORITY (202) 226-0047

Date: _____
(MM/DD/YEAR)

Office of: _____ State: _____ District: _____

Staff Contact: _____

Telephone #: _____

E-mail Address: _____

This notice is to advise that on: _____
(MM/DD/YEAR)

Approved Request/Template No.: _____

was used to give notice of: _____
(DESCRIPTION OF EVENT)

conducted on: _____ at _____ in/at _____
(MM/DD/YEAR) (TIME) (LOCATION)

A COPY OF THE TEMPLATE AS USED IN THIS INSTANCE IS ATTACHED.