

Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION
1309 Longworth House Office Building
Washington, D.C. 20515-6157

(202) 225-2061

www.house.gov/cha

January 1, 2008

The Honorable Robert A. Brady
Chairman
Committee on House Administration
1309 Longworth House Office Building
Washington, D.C. 20515

The Honorable Vernon J. Ehlers
Ranking Member
Committee on House Administration
1313 Longworth House Office Building
Washington, D.C. 20515

Dear Chairman Brady and Ranking Member Ehlers,

Letter should include:

1. CSO Name
2. Statement of purpose
3. Name, Phone Number, and Email Address of officers of the staff organization
4. Specify which of the following resources the CSO requests use of:
 - a. Inside mail
 - b. House Intranet site
 - c. Postbox at House Postal Operations
5. Name of individuals designated to maintain web and mail services on behalf of the CSO (if applicable.)

Sincerely,

Member/s of Congress