
Federal Register Document Drafting Handbook

July 2012 Revision

Appendix A: Model Letters

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Notes: In this appendix, “we,” “our,” or “OFR” refer to the Office of the Federal Register, National Archives and Records Administration (NARA), and “you” or “your” refer to federal agencies that prepare documents for publication in the *Federal Register*.

Use the examples in this appendix as models for style, not content.

We offer these model letters to help you prepare written requests regarding Federal Register documents and other matters.

U.S. Mail. Address U.S. mail to:

FEDERAL REGISTER (F)
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

Hand delivery. Deliver letters in person or via messenger service to:

Office of the Federal Register
800 North Capitol Street, NW., Suite 700
Washington, DC 20001.
(Three blocks north of Union Station Metro)

We accept hand deliveries only between 8:45 a.m. and 5:15 p.m. ET,
Monday through Friday, except Federal holidays.

EMERGENCY PUBLICATION REQUEST.

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

Please publish this [RULE, PROPOSED RULE, OR NOTICE] concerning
[INSERT SUBJECT (including agency docket number, and, for rules and
proposed rules, RIN number)] on the emergency publication schedule.

[EXPLAIN WHY YOU NEED EMERGENCY PUBLICATION.]

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING
INSTRUCTIONS.]

Call [INSERT YOUR NAME] at [TELEPHONE NUMBER] to confirm
the publication date and for answers to any questions.

Sincerely,

[SIGN]

Type name,
Title

EMERGENCY FILING REQUEST.

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

Please immediately file for public inspection this [RULE, PROPOSED
RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency
docket number, and, for rules and proposed rules, RIN number)].

[EXPLAIN WHY YOU NEED IMMEDIATE FILING.]

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING
INSTRUCTIONS.]

Call [INSERT YOUR NAME] at [TELEPHONE NUMBER] to confirm
the publication date and file time and for answers to any questions.

Sincerely,

[SIGN]

Type name,
Title

SPECIAL HANDLING REQUEST.

I request the following special handling for this document:

- Deferred publication date:** Please publish this document on _____.
- Emergency publication:** Attached is a letter requesting and explaining why we need emergency publication.
- Immediate Filing:** Attached is a letter requesting and explaining why we need immediate filing.
- Separate part:** Please publish this document in a separate part of the Federal Register and call to tell me the separate part number.

Signed _____

Telephone number _____

DISK VERIFICATION / CERTIFICATION.

One of the following agency officials may sign your letter:

- Federal Register Liaison Officer or Alternate;
- Federal Register Certifying Officer or Alternate; or
- Signer of the document. (See chapter 5.)

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

This is to certify that the file furnished with the [RULE, PROPOSED RULE, NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] is a true copy of the original signed document.

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS.]

Sincerely,

[SIGN]

Type name,
Title

CORRECTING A DOCUMENT AFTER FILING.

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

Please make the following corrections to the [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] that is currently on public inspection and scheduled to publish in the Federal Register on [INSERT DATE]:

1. On page 6, second paragraph, line 7, remove the phrase "outgoing mail".
2. On page 15, after the heading "Introduction" add the sentence:

"Indicated in the report is the percentage of correctly manually processed boxes versus correctly electronically processed boxes."

If you have any questions, please contact [INSERT NAME] at [TELEPHONE NUMBER].

Sincerely,

[SIGN]

Type name,
Title

WITHDRAWING A DOCUMENT FROM PUBLICATION.

Before filing:

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

Please withdraw from publication the [RULE, PROPOSED RULE, NOTICE] concerning INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN umber)] which we submitted on [INSERT DATE].

A messenger will pick up this document. Print the following return information on the envelope:

[INSERT RETURN INFORMATION]

Sincerely,

[SIGN]

Type name,
Title

After filing:

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

Please withdraw from publication the [RULE, PROPOSED RULE, OR NOTICE] concerning INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN umber)] which is currently on public inspection and scheduled to publish in the Federal Register on [INSERT DATE].

[GIVE LEGAL JUSTIFICATION FOR REMOVING DOCUMENT FROM PUBLIC INSPECTION.]

Sincerely,

[SIGN]

Type name,
Title

FEDERAL REGISTER LIAISON OFFICER / CERTIFYING OFFICER DESIGNATION.

AGENCY LETTERHEAD

December 25, 2xxx

Charley Barth, Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Barth:

The [NAME OF AGENCY] designates the following individuals to work with the Office of the Federal Register:

Liaison Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]

Alternate Liaison Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]

Certifying Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]

Alternate Certifying Officer: [NAME, TITLE, ADDRESS, TELEPHONE NUMBER]

The agency fax number is [FAX NUMBER] .

Sincerely,

[SIGN]

Type name,
Title