AGENCY LETTERHEAD

December 25, 20xx

[Insert full name of DIRECTOR], Director
Office of the Federal Register (F)
The National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Director [insert last name of DIRECTOR]:

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.]

Please contact [INSERT NAME] at [TELEPHONE NUMBER] or by email at [INSERT EMAIL ADDRESS] to [INCLUDE REASON FOR NOTIFICATION – otherwise, remove this paragraph].

Sincerely,

[SIGN]

Type name, Title