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]:

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

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

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

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

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

(*optional*) The agency fax number is [FAX NUMBER].

The email address for scheduling notification is [EMAIL ADDRESS].

Sincerely,

[SIGN]

Type name, Title