

PRE-APPROVED TEMPLATE FORM

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

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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.