

# Sample Notice to Outside Vendors, Consultants and Contractors

DATE 2018

Name  
Address  
City, State, Zip

Re: Payments to Vendors, Consultants, and Contractors of the U.S. House Representatives During  
Period of Federal Government Shutdown

Dear Name:

You currently provide [describe product/service] to this office. As you may be aware, the legislation that appropriates funding for the federal government is scheduled to expire at midnight, January 20, 2018. Due to a lack of new appropriations legislation not enacted prior to that time, many federal government operations will be suspended until funding is restored. Because of the lack of appropriated funds, this office will be unable to disburse payments as it normally would and, accordingly, in the event of a government shutdown, your bills may not be paid in a timely fashion.

In addition, with certain limited exceptions, the federal government is prohibited from incurring any new debts or obligations during a period in which appropriated funding has lapsed. Once new appropriations legislation is enacted, the legitimate debts and obligations of this office will be paid, including those incurred before the shutdown that were not paid due to lack of funds, as well as those incurred during the shutdown.

We appreciate the difficulty this situation creates for you and we hope to restore normal operations as soon as possible if a shutdown occurs. Should you have any questions regarding this matter, please do not hesitate to contact [point of contact] in my office. Thank you for your continued understanding and cooperation.

Sincerely,

[Member Office or House Officer/IG]