

**[ Deputy Secretary of the Interior Letterhead (see Figure A-13) ]**

Honorable Dianne Feinstein  
United States Senate  
Washington, D.C. 20510

Dear Senator Feinstein:

This is an example of a Congressional letter for the signature of Deputy Secretary of the Interior.

All letters are typed in Times New Roman – 12 pt, single-spaced, double-spaced between paragraphs. Use left side justification only. The “In Reply Refer To:” block is not typed on this correspondence.

When writing to the chairman of a congressional committee or subcommittee, he or she is addressed as “Dear Mr. or Madam Chairman.” When writing to a congressional subcommittee, always include the name of the committee in the address.

Sincerely,

(Name)  
Deputy Secretary

(Type on file copies only)

- cc: Secretary Surname (Yellow letterhead with copy of incoming and enclosure)
- ES (White letterhead - xerox with copy of incoming and enclosure)
- AS/WS (White letterhead - xerox, with copy of incoming and enclosure)
- CL/WS (White letterhead - xerox with copy of incoming and enclosure)
- OCL (White letterhead - xerox with copy of incoming and enclosure)
- Director’s Files, MS 114 (White letterhead - xerox with copy of incoming and enclosure)
- Director’s Chron (2), MS 114 (White letterhead - xerox w/o copy of incoming and enclosure)
- CL - MS 119 (White letterhead - xerox with copy of incoming and enclosure)
- Div. Files, MS (White letterhead - xerox with copies of incoming and enclosure)
- Office Files (as appropriate)

USGS:Water:RRyan:tb>Date:(703)648-1111:#20020000:file name

**FIGURE A-24a**  
**CONGRESSIONAL LETTER FOR SIGNATURE OF THE DEPUTY SECRETARY**