

[Office of the Director Letterhead (see Figure A-13)]

In Reply Refer To:
Mail Stop xxx
#2001xxxx

Honorable Douglas P. Willowbrook
United States Senate
Washington, D.C. 20510

Dear Senator Willowbrook:

Thank you for your letter dated August 3, 2xxx, regarding Mr. Fred Grady's request for oil and gas information. We will reply as quickly as possible and anticipate that a complete response will be forwarded to you within the next 3 weeks.

If we can be of assistance in the meantime, please let us know.

Sincerely,

(name)
Director

(Type on file copies only)

cc: AS/WS - (White letterhead – Xerox, with copy of incoming)
CL/WS (White letterhead - xerox with copy of incoming)
OCL (White letterhead - xerox with copy of incoming)
Director's File - MS 114 (White letterhead - xerox)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming)
CL - MS 119 (White letterhead - xerox with copy of incoming)
Official File - MS xxx (Letterhead - xerox with copy of incoming)
Other File Copies (as appropriate)

USGS:Water:KTSmith:cls:8/12/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-5
EXAMPLE OF AN INTERIM CONGRESSIONAL LETTER**