[Date]

The Honorable Bryan Steil The Honorable Joseph Morelle

Chairman Ranking Member

Committee on House Administration Committee on House Administration

1309 Longworth HOB 1216 Longworth HOB

Washington, D.C. 20515 Washington, D.C. 20515

Dear Chairman Steil:

We would like to register [name of CSO] Staff Association as a Congressional Staff Organization for the 118th Congress. The [name of CSO] Congressional Staff Association is to be a viable resource for [who is the CSO serving] will serve as an informal group of staff and help create networking opportunities as well as professional development opportunities.

The officers for this organization are as follows:

 Kirk Smith Bobby Jones

 Rep. xxxx office Rep. Xxxxx office

 202-225-xxxx 202-225-xxxx

 Kim.smith@mail.house.gov bobby.jones@mail.house.gov

Once registered, I request the use of certain House resources for the [name of the CSO] including access to the House intranet system to post officially related activities, a post office box with House Postal Operations and an official House email box. Thank you for your attention to this matter.

 Sincerely,

 John Doe Jane Smith

 Member of Congress Member of Congress