[Date of Letter]

The Honorable Bryan Steil

Chairman

Committee on House Administration

1309 Longworth HOB

Washington, D.C. 20515

Dear Chairman Steil:

We would like to register the Congressional [name of caucus] Caucus as a Congressional Member Organization for the 118th Congress. The Congressional [name of caucus] Caucus will serve as an informal group of Members dedicated to issues related to [name of caucus] and educating other Members on this subject. Representative John Doe and Jane Smith will serve as Co-Chairs of the Congressional [name of caucus] Caucus. Our staff assigned to handle caucus related issues are listed below:

 Rep. John Doe Rep. Jane Smith

 Kirk Smith (staff) Bobby Jones (staff)

 202-225-xxxx 202-225-xxxx

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

We trust that the information provided meets the requirements for registering a Congressional Member Organization in the 118th Congress. Thank you for your attention to this matter and please feel free to contact us with questions.

 Sincerely,

 John Doe Jane Smith

 Member of Congress Member of Congress