

Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building
Washington, D.C. 20515-6157
(202) 225-2061
<https://cha.house.gov>

Month Day, Year

The Honorable Zoe Lofgren
Chairperson
Committee on House Administration
1313 Longworth House Office Building
Washington, DC 20515

The Honorable Rodney Davis
Ranking Member
Committee on House Administration
1316 Longworth House Office Building
Washington, DC 20515

Dear Chairperson Lofgren,

We would like to register the Congressional XXXXX Caucus as a Congressional Member Organization for the 116th Congress. The Congressional XXXXX Caucus will serve as an informal group of Members dedicated to issues related to XXXXX and educating other Members on this subject.

Representative John Doe and Jane Smith will serve as Co-Chairs of the Congressional XXXXX Caucus. Our staff assigned to handle caucus related issues are listed below:

Rep. John Doe
Kim Smith (staff)
202-225-XXXX
Kim.smith@mail.house.gov

Rep. Jane Smith
Bobby Jones (staff)
202-225-XXXX
Bobby.jones@mail.house.gov

We trust that the information provided meets the requirements for registering a Congressional Member Organization in the 116th Congress. Thank you for your attention to this matter and please feel free to contact us with questions.

Sincerely,

John Doe
Member of Congress

Jane Smith
Member of Congress