

# 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 XXXXX Staff Association as a Congressional Staff Organization for the 116<sup>th</sup> Congress. The XXXXX Staff Association will serve to foster professional development among House staffers by bringing together staff with similar interest.

The officers of this Staff Association are as follows:

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

Once registered with the Committee on House Administration, I would like to request the use of certain House resources for this organization. XXXXX Staff Association would like to request access to the House intranet system to post officially related activities, a post office box with House Postal Operations, as well as an official House email box.

We trust that the information provided meets the requirements for registering a Congressional Staff Organization in the 116<sup>th</sup> 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

ZOE LOFGREN, CALIFORNIA  
CHAIRPERSON

RODNEY DAVIS, ILLINOIS  
RANKING MINORITY MEMBER

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