

# 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 117<sup>th</sup> 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 117<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