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Congress of the United States

House of Representatives COMMITTEE ON HOUSE ADMINISTRATION

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ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF
DIRECTOR

January 3, 2013

The Honorable Candice S. Miller
Chairman
Committee on House Administration
1309 Longworth House Office Building
Washington, DC 20515

The Honorable Robert A. Brady
Ranking Minority Member
Committee on House Administration
1316 Longworth House Office Building
Washington, DC 20515

Dear Chairman Miller:

We would like to register the XXXXX Staff Association as a Congressional Staff Organization for the 113th Congress. The XXXXX Staff Association will serve to foster professional development among House staffers by bringing together staff with similar interests.

The officers of this staff organization are as follows:

- Sally Jones, President – sally.jones@mail.house.gov, 202-225-xxxx
- Ben Smith, Vice President – ben.smith@mail.house.gov, 202-225-xxxx

Once registered with the Committee on House Administration, I would like to request the use of certain House resources for this organization. XXXXX Staff Organization 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 113th Congress. Thank you for your attention to this matter and please feel free to contact us with any questions.

Sincerely,

/s
John Doe
Member of Congress

/s
Jane Smith
Member of Congress