

CHAPTER V. WHITE HOUSE CORRESPONDENCE

5-1 Purpose.

The term White House correspondence refers to correspondence to and from the President, Vice President, First Lady, and the Executive Office of the President. This chapter explains how to prepare and dispatch White House correspondence.

- A. For information on how letters and memorandums are written, see Chapter I.
- B. For details on preparing letters, see Chapter II.
- C. For details on preparing memorandums, see Chapter III.
- D. For details on preparing secretarial correspondence, other than congressional correspondence, see Chapter IV.
- E. For details on preparing congressional correspondence, see Chapter VI.

5-2 Use.

- A. The letter format is used for formal correspondence with the White House and is always used for secretarial correspondence. It is also used for direct replies to constituents.
- B. The memorandum format may also be used, as appropriate.

5-3 Control of Correspondence.

- A. White House-Originated Correspondence. The Executive Secretariat controls in CTS secretarial correspondence that HUD receives from the White House, including:
 - 1. Letters or memorandums;
 - 2. Mail received by the White House and referred to HUD for action; and
 - 3. Mail received by the White House and referred to another federal agency that, in turn, rerouted the White House referral to HUD.
- B. HUD-Originated Correspondence. All White House correspondence originated within the Department for the Secretary's or Deputy Secretary's signature or approval must be controlled in CTS, by the originating program office, prior to being sent to the Executive Secretariat for review, final clearances, and dispatch.

5-4 Preparing White House Correspondence.

A. Letters to the White House.

1. Follow preparation procedures in Chapter II for general correspondence.
2. Follow preparation procedures in Chapter IV for secretarial correspondence.

B. Direct Replies to Correspondence Referred to HUD from the White House.

1. Follow the preparation procedures in Chapter II for general correspondence.
2. Begin all direct replies to correspondence from the White House with one of the following:
 - a. “President (insert President’s name) received your letter of [date], and has asked the Department of Housing and Urban Development to respond to you because it administers the federal program of”
 - b. “First Lady (insert First Lady’s name) received your letter of [date], and has asked”
 - c. “Vice President (insert Vice President’s name) received your letter of [date], and has asked”
 - d. “The White House received your letter of [date], and has asked” (**Note:** This opening is used only when the letter is addressed to a staff member of the White House.)
 - e. For undated correspondence, do not reference the date, use “The White House received your letter and has asked”
 - f. “President (insert President’s name) received your telephone inquiry of [date], (or “your email of [date]), and has asked the Department of Housing and Urban Development to respond to you because it administers the federal program of” (**Note:** This opening is used when a person calls the White House or uses the Internet.
3. If the correspondence is more than 60 days old, do not refer to it as a “recent letter.” Instead use “letter.”
4. Do not mention the names of White House staff in the text or in cc notations of letters to constituents.

C. Memorandums to the White House.

1. Follow preparation procedures in Chapter III for memorandums.
 2. The memorandum format, generally, is not used for the Secretary or Deputy Secretary.
- 5-5 Follow concurrence, clearance, and dispatch procedures used by your program office's correspondence unit or point of contact for correspondence, to ensure accordance with current departmental policies and standards.