

CHAPTER VI. CONGRESSIONAL CORRESPONDENCE

6-1 Purpose.

The term congressional correspondence refers to all correspondence to and from Members of Congress or from their staff on behalf of the Member of Congress. This chapter explains how to prepare congressional correspondence.

- A. For details on preparing correspondence, see Chapter I.
- B. For details on the preparing letters, see Chapter II.
- C. For details on preparing memorandums, see Chapter III.
- D. For details on the preparing secretarial correspondence, other than congressional correspondence, see Chapter IV.
- E. For details on preparing White House correspondence, see Chapter V.

6-2 Use.

The letter format is used for correspondence with Members of Congress and their staff.

6-3 Control of Correspondence.

- A. Receipt of Correspondence at Headquarters. All congressional correspondence received in Headquarters, except that addressed to the Office of Inspector General, must be controlled by the Executive Secretariat in CTS, for assignment to the appropriate program office for response.

This includes, but is not limited to, correspondence received by any HUD employee by the following methods:

- 1. Delivery through the U.S. Postal Service;
- 2. Delivery by courier services;
- 3. Email or facsimile; or
- 4. Handed to them during a meeting, hearing, etc.

It is imperative that this requirement is followed so that congressional correspondence is properly controlled through the Department's correspondence control system, to ensure that all appropriate offices are aware of, and involved in responding to, congressional correspondence and requests.

- B. Congressional Correspondence Received in the Field. HUD regional and field offices must control in CTS, and respond to, all congressional correspondence

received directly by their offices. The regional or field office must provide a copy of all outgoing congressional correspondence to the Office of the Assistant Secretary for Congressional and Intergovernmental Relations.

6-4 Stationery and Printer Requirements.

- A. Stationery. Department letterhead is available in Microsoft Word in HUDDocs. Department letterhead is available in Microsoft Word in HUDDocs.
1. To access HUDDocs, click on “File,” click on “New,” click on “My Templates,” click on “HUDDocs,” and select the appropriate letterhead.
 2. When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead.
 3. For the continuation pages, use plain white paper of equal quality.
 4. As a rule, when preparing correspondence for the Secretary’s or Deputy Secretary’s signature use:
 - a. “The Secretary” 8-1/2” x 11” ivory stationery with the eagle logo. In HUDDocs, select “SecIvory 306” for the proper format. For continuation pages, use the matching blank ivory stock; or
 - b. “The Deputy Secretary” HUDDocs template, “DepSec 306”. Use HUDDocs, plain white stock suitable for laser printers.
 - c. When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead. For continuation pages, use plain white paper of equal quality.
- B. Printer. Use a laser printer for all letters.

6-5 Type Style. Always use Times New Roman font, 12-pitch type.

6-6 Margins.

- A. Standard Letter. The standard margins are one inch on the left, right, and bottom. The top margin is automatically set in HUDDocs.
- B. Short Letter. The margins may be adjusted for balance on the page. Set the margins at 1.25 inches and hit “Tab” five times for the signature block.

6-7 Date.

In HUDDocs, the cursor will be at the date line; however, most of the time the date will be added after the letter has been signed.

6-8 Addressing Letters to Members of Congress.

A. Models of Address.

1. See Appendix A for the correct title, address, salutation, and complimentary close for Members of Congress, Members-elect, and deceased Members.
2. See the Congressional and Intergovernmental Relations webpage at www.hud.gov, or via hud@work, for key congressional committees and links to those committees' websites.

B. Preparing Responses to Congressional-Constituent Correspondence.

1. Address the reply directly to the Member of Congress unless otherwise instructed in the incoming correspondence.
2. If a direct reply to the constituent is requested by a Member of Congress, address the letter directly to the constituent, using the preparation guidelines in Chapter II.

C. Placement. (See Exhibit 6-1, 6-2, or 6-3.)

D. Spacing.

1. Single-space the address and arrange it in block style.
2. Indent run-over lines two spaces by hitting the spacebar two times.

E. Multiple Addressees.

1. When initiating a letter to more than one Member of Congress, prepare an original of the letter, addressed individually, to each Member.
2. When responding to an incoming letter signed by more than one Member of Congress, prepare an original of the response, addressed individually, to each Member.

F. State and Territory Abbreviations Table. (See Appendix B.)

G. ZIP Code. All ZIP Codes should consist of nine digits (ZIP Code + 4).

1. The ZIP Code for the United States Senate in Washington, DC, is 20510.
2. The ZIP Code for the U.S. House of Representatives in Washington, DC, is 20515.
3. If an extended ZIP Code is not available, use the extension 0001.

H. Attention Line. When a Member of Congress requests that a response be directed to a specific staff member:

1. The attention line is typed on the envelope only (See Figure 6-5).
2. The response is addressed to the Member of Congress, not the person identified in the attention line.

Note: To add an attention line on the envelopes for congressional correspondence at the end of the ZIP Code, hit “Enter” two times and type ATTENTION:. Hit the spacebar two times and type the full name. For examples of correctly prepared envelopes, see Figure 6-5.

6-9 Salutation.

(See Exhibit 6-1, 6-2, or 6-3.) Do not personalize the salutation. The signer will hand personalize the salutation in ink on the original, if necessary.

6-10 Body of a Congressional Letter.

- A. Placement and Spacing. (See Exhibit 6-1, 6-2, or 6-3.)
- B. Paragraphs. (See Exhibit 6-1, 6-2, or 6-3.)
- C. Subparagraphs. (See Appendix C.)
- D. Quotations. (See Appendix D for how to incorporate quotations into the body of a letter.)
- E. Multiple-Page Letter.
 1. Do not begin a paragraph near the end of a page unless there is room for at least two lines.
 2. Do not continue a paragraph on the next page unless at least three lines can be carried over.
 3. In HUDDocs, the cursor will be on the correct line for the page number. Number continuation pages at the top right margin and continue typing the letter three lines below.

6-11 Complimentary Close. (See Exhibit 6-1, 6-2, or 6-3, and Appendix A.)

6-12 Signature Element. (See Exhibit 6-1, 6-2, or 6-3.)

6-13 Enclosure Notation. (See Exhibit 6-1, 6-2, or 6-3.)

- A. If the letter has an enclosure, type an enclosure notation. However:

If a Member of Congress asks HUD to return the constituent's letter, return it enclosed with HUD's reply to the Member. In such case, do not use an enclosure notation on the reply to represent the constituent's letter.

6-14 Courtesy Copy Notation.

If the originator wants the addressee to know that someone else will receive a copy of the letter, type a cc (courtesy copy) notation. (See Exhibit 6-1, 6-2, or 6-3.)

6-15 Envelope(s): Prepare envelope(s), or label(s) for large envelopes, for the original and any external copies using Times New Roman font, 12-pitch type.

A. Attention Line.

1. When a Member of Congress requests that a response be directed to a specific staff member, the attention line is typed on the envelope only.
2. At the end of the ZIP Code, hit "Enter" two times and type ATTENTION:. Hit the spacebar two times and type the full name. For examples of correctly prepared envelopes, see Figure 6-5.

B. Secretarial Correspondence.

1. Use "The Secretary" ivory envelopes or "The Deputy Secretary" white envelopes.

(Capitol Hill Address)	(District Office Address)
The Honorable [Full Name] United States Senate Washington, DC 20510 + 4	The Honorable [Full Name] United States Senator [Local Address of State Office] (City, State ZIP Code + 4)
ATTENTION: [Full Name]	ATTENTION: [Full Name]

The Honorable [Full Name]
U.S. House of Representatives
Washington, DC 20515 + 4
Washington, DC 20515 + 4

ATTENTION: [Full Name]

The Honorable [Full Name]
Member, United States
House of Representatives
[Local Address of State Office]
[City, State ZIP Code + 4]

ATTENTION: [Full Name]

6-16 Proofreading. Read the letter(s) and envelope(s) or label(s) carefully to ensure there are no errors.

6-17 Concurrence/Clearance/Dispatch

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.

(**Note:** You must send all outgoing congressional correspondence to the Office of Congressional and Intergovernmental Relations for clearance and other actions, as appropriate).

6-18 Congressional Committees and Subcommittees

Information on congressional committees and subcommittees can be found on the websites for the United States Senate, at www.senate.gov, and the United States House of Representatives, at www.house.gov.

You also access these congressional websites through HUD's Office of Congressional and Intergovernmental Relations' webpage on either hud@work or at www.hud.gov.

Note: See Appendix A for Models of Address

Chapter VI Exhibits: Congressional Correspondence

Exhibit 6-1 Letter Addressed to a Senator from the Secretary

Exhibit 6-2 Letter Addressed to a Senator from an Assistant Secretary

Exhibit 6-3 Letter Addressed to a Representative from an Assistant Secretary

Letter Addressed to a Senator from The Secretary



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410 + 4

THE SECRETARY

(Date)

The Honorable Joe Friday
United States Senate
Washington, DC 20510 + 4

Dear Senator Friday:

The following guidelines address structural elements of a letter for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select "SecIvory 306" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the spacebar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the spacebar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Secretary's name. Do not use the Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

(Insert Secretary's name)

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

**The format for the Deputy Secretary's letter to a Senator is identical.
This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.**

Letter Addressed to a Senator from an Assistant Secretary



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR CONGRESSIONAL
AND INTERGOVERNMENTAL RELATIONS

(Date)

The Honorable Joe Friday
United States Senate
Washington, DC 20510 + 4

Dear Senator Friday:

The following guidelines address structural elements of a HUD letter. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the spacebar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the spacebar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the signer's name. Hit "Enter" one time and type the title, aligned directly under the signer's name. Hit the spacebar two times to indent run-over lines. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the signer's title (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mack N. Tosch

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

Letter to a Representative from an Assistant Secretary



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR CONGRESSIONAL
AND INTERGOVERNMENTAL RELATIONS

(Date)

The Honorable Perry Mason
U.S. House of Representatives
Washington, DC 20515 + 4

Dear Representative Mason:

The following guidelines address structural elements of a HUD letter. Access Microsoft Word. Click on "File," "New," and "HUDDocs," and then select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the spacebar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the spacebar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the signer's name. Hit "Enter" one time and type the title, aligned directly under the signer's name. Hit the spacebar two times to indent run-over lines. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the signer's title (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mack N. Tosch

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.