



## SUMMARY STATEMENT

**NAME OF CORRESPONDENT:** Name of incoming correspondence's signer.

**SUBJECT/ISSUES RAISED BY CORRESPONDENT:**

Describe briefly what the subject of the document is and what topics are raised. Remember that the summary statement must be only one page, so be concise.

**MAJOR POINTS IN THE RESPONSE:**

Briefly summarize the major points in the response. Try to anticipate and answer questions the Secretary might ask.

**OTHER PERTINENT INFORMATION:**

Use this section to explain contextual information or, if applicable, why the response does not address a particular issue included in the incoming correspondence.

**CONTACT PERSONS:**

Name, title, and phone number of someone who can speak for your organization.