



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.