AGENCY LETTERHEAD

December 25, 20xx

[Insert full name of DIRECTOR], Director   
Office of the Federal Register (F)  
The National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740-6001

Dear Director [insert last name of DIRECTOR]:

Please schedule this [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] for emergency publication [include “and immediate filing” as necessary].

[EXPLAIN WHY YOU NEED EMERGENCY PUBLICATION.] [GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS.]

Please contact [INSERT NAME] at [TELEPHONE NUMBER] or by email at [INSERT EMAIL ADDRESS] to confirm the publication date and for answers to any questions.

Sincerely,

[SIGN]

Type name, Title