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]:

In accordance with 1 CFR part 51, we request that you approve the incorporation by reference of the material listed below into title(s) XX of the Code of Federal Regulations (CFR). We have included the IBR material and draft final rule. The IBR material will be referenced in § yy.zz and as follows:

**NAME or ACRONYM of Publisher:** [PUBLISHER CONTACT INFORMATION]

(For each publication) DESIGNATION, TITLE, VERSION (if any), DATE, AUTHOR (if applicable); IBR § or §§ xx.xx(y)(#)…

*[IF MULTIPLE PUBLISHERS, GROUP ALPHABETICALLY BY PUBLISHER AND THEN BY PUBLICATION IN ALPHA-NUMERIC ORDER]*

We are not including a copy/copies of [LIST DESIGNATION(S)] because it is/they are already approved for IBR in § [LIST CFR SECTION].

The following publication(s) is/are currently approved for the locations in which they appear in the draft rule and we are not requesting any changes: [LIST DESIGNATION(S)].

Was there a proposed rule published for this rulemaking? yes/no – if yes, include FR citation and FR doc # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the proposed rule contain regulatory text? yes/no

Does the IBR in this draft rule generally match\* the proposed rule? yes/no  
[if no, briefly explain the difference, e.g. added/removed publication(s); no IBR in proposed rule; etc.]

Please contact [INSERT NAME] of my staff at [TELEPHONE NUMBER] or by email at [INSERT EMAIL ADDRESS] if you have any questions.

Sincerely,

[SIGN]

Type name,   
Title