Agency Letterhead

October XX, 2023

Oliver A. Potts, Director

Office of the Federal Register (F)

National Archives and Records Administration

8601 Adelphi Rd

College Park, MD 20740

Dear Mr. Potts:

Please publish this [RULE] concerning [[INSERT SUBJECT (including agency docket number, and RIN number)] under an exception to the Antideficiency Act, as amended by Public Law No. 101-508, 104 Stat. 1388 (31 U.S.C. 1341) and explained by the Office of Legal Counsel Memorandums “Government Operations in the Event of a Lapse in Appropriations” dated August 16, 1995 and “Effect of Appropriations for Other Agencies and Branches on the Authority to Continue Department of Justice Functions During the Lapse in the Department’s Appropriations” dated December 13, 1995.

This document supports [DEPARTMENT/AGENCY] currently funded functions.

[INSERT a discussion of those funded functions].

Further, delaying publication of this document would prevent or significantly damage the execution of these functions because [EXPLAIN how delaying publication by more than even a week will cause this adverse result].

Call [INSERT YOUR NAME] at [TELEPHONE NUMBER] or [INSERT ALTERNATE CONTACT] at [TELEPHONE NUMBER] for answers to any questions.

Sincerely,

[SIGN]

Type name,

Title