Agency Letterhead

January XX, 2018

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 “Memorandum for the General Counsel United States Marshals Service” dated April 5, 2000.

This document directly impacts the safety of human life or the protection of property because

[INSERT the connection between this document and its impact on the safety of human life or the protection of property with enough detail to establish the connection is reasonable].

Further, delaying publication of this document would compromise, in significant degree, the safety of human life or the protection of property because

[INSERT how a delay would significantly and adversely impact the safety of human life or the protection of property].

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

Sincerely,

[SIGN]

Type name,

Title