

Aderholt, Robert B.

The Honorable Robert B. Aderholt
House of Representatives
Washington, D.C. 20515

Dear Mr. Aderholt or Dear Congressman Aderholt:

Aftergood, Steven

Mr. Steven Aftergood
Director of the Project on Government Secrecy
Federation of American Scientists
307 Mass. Avenue, NE
Washington, DC 20002

Dear Mr. Aftergood: or Dear Steven

Aguilar, Gary L.

Gary L. Aguilar, MD
909 Hyde Street, No. 530
San Francisco, CA 94109

Dear Gary:

Albright, Madeleine

The Honorable Madeleine Albright
Secretary of State
Washington, D.C. 20520

Dear Madam Secretary:

Aly, Stewart F.

Mr. Stewart F. Aly
Associate Deputy General Counsel
Office of General Counsel
Department of Defense
1600 Defense Pentagon
Washington, D.C. 20301-1600

Dear Mr. Aly:

Ambassador (American)

The Honorable (full name)
American Ambassador
(City, Country)

Formal: Sir/Madam:
Very truly yours,

Informal: Dear Mr./Madam _____: or Ambassador:
Sincerely,

The Honorable ????????
American Ambassador
Starovilenskaya 46
Minsk
Belarus

Dear Mr./Madam _____:

Ambassador (Foreign, in the United States)

His (Her) Excellency (full name)
Ambassador of (country)
Washington, D.C. (zip code)

Formal: Excellency:
Very truly yours,

Informal: Dear Mr./Madam Ambassador:
Sincerely,

Archivist of the United States - see Carlin

(Carlin likes to be addressed as Dear Governor Carlin:)

Armey, Richard K.

The Honorable Richard K. Armey
Majority Leader

House of Representatives
Washington, DC 20515

Dear Mr. Leader:

Assistant Attorneys General

Assistant Attorney General for the _____ Division

Dear Mr./Mrs./Miss/Ms. (surname):

:

Assistant Secretaries

The Honorable (full name)
Assistant Secretary of (name of Department)
Washington, D.C. (zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

Associate Justice

Justice (surname)
The Supreme Court
Washington, D.C. 20543

Dear Justice (surname):

Associate or Assistant Professor - see Professor

Attorney

Mr./Mrs./Miss/Ms. (full name)
Attorney at Law
or
(full name), Esq. (if the person prefers, but with no Mr.)

Dear Mr./Mrs./Miss/Ms. (surname):

- B -

Bastien, LCDR R. D.

LCDR R. D. Bastien
Office of Naval Intelligence
4251 Suitland Road
Washington, DC 20395-5270

Dear LCDR Bastien:

Batchelor, Leslie

Leslie Batchelor, Esq.
Acting Special Assistant to the
Assistant Attorney General
Department of Justice
Civil Division
950 Pennsylvania Avenue, NW, Room 3744
Washington, DC 20530

Dear Ms. Batchelor:

Baxter, Dr. Charles

Dr. Charles Baxter
9330 Poppy Drive, Suite 201
Dallas, TX 75218

Home: 7855 Meadow Park Drive
Dallas, TX 75230

Dear Dr. Baxter:

Bellardo, Lew

Mr. Lew Bellardo
Deputy Director
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Bellardo:

Billington, Dr. James H.

Dr. James H. Billington
The Librarian of Congress
101 Independence Avenue, SE
Washington, D.C. 20540-1000

Dear Dr. Billington:

Bosworth, David K.

Mr. David K. Bosworth
OSD Records Management
Directives and Records Branch
Room 5C315 - The Pentagon
Washington Headquarters Services
Office of the Secretary of Defense
Washington, DC 20301-1155

Dear Mr. Bosworth:

Brauneis, Bob

Robert Brauneis
Associate Professor of Law
The GW Law School
720 20th Street, NW
Washington, DC 20052

Dear Professor Brauneis:

Buhler, Roman

Mr. Roman Buhler
Counsel
Committee on House Oversight
House of Representatives
1309 Longworth House Office Building
Washington, DC 20515

Dear Mr. Buhler:

Burton, Dan

The Honorable Dan Burton
Chairman, Committee on Government Reform and Oversight

2185 Rayburn House Office Building
House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

- C -

Cabinet Members

The Honorable (full name)
Secretary of (Department)
Washington, D.C. (zip code)

Dear Mr./Madam Secretary:
except
Dear Mr./Madam Attorney General:

Caprio, Dr. Anthony

Dr. Anthony Caprio
President
Western New England College
1215 Wilbraham Road
Springfield, Massachusetts 01119

Dear Dr. Caprio:

Carle, Robin H.

The Honorable Robin H. Carle
Clerk of the House of Representatives
Washington, D.C. 20515-6601

Dear Ms. Carle:

Carlin, John W.

The Honorable John W. Carlin
Archivist of the United States
National Archives and Records Administration
Washington, D.C. 20408

Dear Governor Carlin:

Carr, Lt. Col. Thomas H.

Lt. Col. Thomas H. Carr, Jr., U.S. Army
Director, Customer Support Directorate
White House Communications Agency
The White House
Washington, DC 20502-0592

Dear Lt. Col. Carr:

Carrico, Dr. Charles J.

Dr. Charles J. Carrico
University of Texas
Southwest Medical Center
5323 Harry Hines Blvd.
Dallas, TX 75235

Dear Dr. Carrico:

Carter, Kent C.

Mr. Kent C. Carter
Regional Administrator
National Archives and Records Administration
Southwest Region
P.O. Box 6216
Fort Worth, Texas 76115-0216

Dear Mr. Carter:

Catholic Titles: see U.S. Government Correspondence Manual

Central Intelligence Agency

Pereira, John
13651 McLearen Road
Herndon, Virginia 22071

Mailing address:

Mr. John Pereira

Chief, Historical Review Program
Office of Information Management
Central Intelligence Agency
2E20 IP

Washington, D.C. 20505

Dear Mr. Pereira:

Harrelson, J. Barry
13651 McLearen Road
Herndon, Virginia 22071

Mailing address:

Mr. J. Barry Harrelson
Chief, JFK Project
Historical Review Program
Office of Information Management
Central Intelligence Agency
2E20 IP
Washington, DC 20505

Dear Mr. Harrelson:

Ms. Linda Cipriani
Litigation Division
Office of General Counsel
Central Intelligence Agency
Washington, D.C. 20505

Dear Ms. Cipriani:

Chairman of a Commission or Board

The Honorable (full name)
Chairman, (commission name)
(address)
(city, state, zip code)

Dear Mr./Madam Chairman:

Chaplain of the United States Senate or House of Representatives

The Reverend (full name)
Chaplain of the United States Senate
Washington, D.C. 20510
or
The Reverend (full name)
Chaplain of the House of Representatives
Washington, D.C. 20515

Dear Mr./Mrs./Miss/Ms. (surname):

Chief Justice

The Chief Justice

The Supreme Court
Washington, D.C. 20543

Dear Chief Justice:

Cipriani, Linda (see Central Intelligence Agency)

Circle, Penny

Ms. Penny Circle
Box 927
Rancho Mirage, CA 92270
FedEx: 40365 Sand Dunes Road, Rancho Mirage, CA 92270

Dear Penny:

Clark, Dr. William Kemp

Dr. William Kemp Clark
No. 5 Spyglasswoods Drive
Pebble Beach, CA 93953

Dear Dr. Clark:

Clerk of the House

The Honorable (full name)
Clerk of the House of Representatives
House of Representatives
Washington, D.C. 20515

Robin H. Carle
Dear Ms. Carle:

Dear Mr./Mrs./Miss/Ms. (surname):

Clerk of the Supreme Court, The

The Clerk of the Supreme Court
The Supreme Court
Washington, D.C. 20543

Dear Mr./Mrs./Miss/Ms. (surname):

Cohen, William S.

The Honorable William S. Cohen
Secretary of Defense
Washington, D.C. 20301-1030

Dear Mr. Secretary:

Collingwood, John E.
Mr. John E. Collingwood
Assistant Director
Office of Public and Congressional Affairs
Federal Bureau of Investigation
935 Pennsylvania Avenue, NW
Washington, DC 20530

Dear Mr. Collingwood:

Collins, Claudia

Ms. Claudia Collins
Information Security Division, N5P6
National Security Agency
9800 Savage Road
Fort Meade, MD 20755-6000

Dear Ms. Collins:

Collins, Michael H.

Michael H. Collins, Esq.
Locke Purnell Rain Harrell
2200 Ross Avenue, Suite 2200
Dallas, TX 75201-6776

Dear Mr. Collins:

Committee Chairman, Chairwoman, Chair

The Honorable (full name)
Chairman, Committee on (name)
United States Senate
Washington, D.C. 20510

The Honorable (full name)
Chairman, Committee on (name)

House of Representatives
Washington, D.C.20515

Dear Mr. Chairman/Madam Chairwoman/Chair:

Comptroller General

The Honorable (full name)
Comptroller General of the United States
Washington, D.C. 20548

Dear Mr./Mrs./Miss/Ms. (surname):

Constantine, Thomas A.

The Honorable Thomas A. Constantine
Administrator, Drug Enforcement Administration
Department of Justice
Washington, D.C. 20537

Dear Mr. Constantine:

Conway, Debra

Ms. Debra Conway
JFK Lancer Productions & Publications
25172 Calle Pradera
Lake Forest, CA 92630

Dear Ms. Conway:

Cuban Interests Section (Embassy of Switzerland) - See Rodriguez, Sr. Dagoberto

Curry, Larry E.

Mr. Larry E. Curry
Director
Correspondence & Directives
Washington Headquarters Services
Office of the Secretary of Defense
1155 Defense Pentagon
Washington, DC 20301-1155

Dear Mr. Curry:

- D -

Daschle, Thomas A.

The Honorable Thomas A. Daschle
Minority Leader
United States Senate
Washington, D.C. 20510

Dear Mr. Leader:

Deitering, Randy
Mr. Randy Deitering
Acting Executive Director
President's Foreign Intelligence Advisory Board
Old Executive Office Building, Room 340
Washington, DC 20502

Dear Mr. Deitering:

Deputy Secretaries

The Honorable (full name)
Deputy Secretary of (name of Department)
Washington, D.C. (zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

Dettelbach, Brian

Mr. Brian Dettelbach
Counsel to the Minority Staff
326 Dirksen Building
Washington, D.C. 20510

Dear Mr. Dettelbach:

Di Maio, Dr. Vincent J.M.

Dr. Vincent J.M. Di Maio
Chief Medical Examiner

Bexar County Forensic Science Center
7337 Louis Pasteur Drive
San Antonio, TX 78229

Dear Dr. Di Maio:

Dougherty, David L.

David L. Dougherty, Esq.
General Counsel's Office
Department of the Treasury
1500 Pennsylvania Avenue, NW
Washington, DC 20220

Dear Mr. Dougherty:

- E -

- F -

Fetzer, Prof. Jim

Prof. James H. Fetzer
Department of Philosophy
University of Minnesota—Duluth
10 University Drive
Duluth, Minnesota 55812-2496

Dear Prof. Fetzer:

Finnie, LtCol M.E.

LtCol M.E. Finnie
Department of the Navy
Office of the General Counsel
The Pentagon, 1000 Navy Pentagon
Washington, D.C. 20350-1000

Dear LtCol Finnie:

Fogel, Jeffrey I.

Jeffrey I. Fogel, Esq.

Criminal Division
United States Department of Justice
1001 G Street, NW, Suite 1075
Washington, DC 20530

Dear Mr. Fogel:

Forbes, Michael P.

The Honorable Michael P. Forbes
House of Representatives
Washington, D.C. 20515

Dear Mr. Forbes or Dear Congressman Forbes:

Ford, Gerald R.

The Honorable Gerald R. Ford
Box 927
Rancho Mirage, CA 92270
FedEx: 40365 Sand Dunes Road, Rancho Mirage, CA 92270

Dear President Ford:

Foreign Minister in the United States (head of a Legation)

The Honorable (full name)
Minister of (country)
Washington, D.C. (zip code)

Dear Mr./Madam Minister:

Fountain, Frank W.

Frank W. Fountain, Esq.
President's Foreign Intelligence Advisory Board
The White House
Old Executive Office Building, Room 340
Washington, DC 20502

Dear Frank:

Freeh, Louis J.

The Honorable Louis J. Freeh
Director, Federal Bureau of Investigation
Department of Justice
10th Street and Pennsylvania Avenue, NW
Washington, D.C. 20500

Dear Mr. Freeh:

Frieber, Laury M.

Laury M. Frieber, Esq.
Time Inc.
Rockefeller Center, Room 3343
New York, NY 10020

Dear Ms. Frieber

Friedenthal, Jack

Jack Friedenthal
Dean of the GW Law School
2000 H Street, NW, Suite L102
Washington, DC 20052

Dear Dean Friedenthal:

- G -

Gaddis, John Lewis
John Lewis Gaddis
Robert A. Lovett Professor, Military and Naval History
Yale University Department of History
P.O. Box 208324
New Haven, Connecticut 06520-8324

Dear Professor Gaddis:

Garfinkel, Steven

Mr. Steven Garfinkel
Director
Information Security Oversight Office
700 Pennsylvania Avenue, NW, Room 100
Washington, DC 20408

Dear Mr. Garfinkel:

or Dear Steve

Garrow, Dr. David J.

Dr. David J. Garrow
Presidential Distinguished Professor
Law School
Emory University
G 523 Gambrell Hall
1301 Clifton Road
Atlanta, GA 30322

Dear Dr. Garrow:

or Dear Dave

Gay, Bonnie

Ms. Bonnie Gay
Assistant Director for FOIA
Executive Office for the U.S. Attorney
Department of Justice
600 E Street, NW, 7th Floor
Washington, DC 20530

Dear Ms. Gay:

Gephardt, Richard

The Honorable Richard Gephardt
Minority Leader
House of Representatives
Washington, D.C. 20515

Dear Mr. Leader:

Gerratt, Bradley S.

Mr. Bradley S. Gerratt
Director
John F. Kennedy Library
Columbia Point
Boston, Massachusetts 02125-3398

Dear Brad:

Gillette, Michael L.

Mr. Michael L. Gillette
Director, Center for Legislative Archives
National Archives and Records Administration
7th & Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Gillette:

Gingrich, Newt

The Honorable Newt Gingrich
Speaker of the House of Representatives
Washington, D.C. 20515

Dear Mr. Speaker:

Glenn, John

The Honorable John Glenn
Committee on Governmental Affairs
United States Senate
Washington, D.C. 20510

Dear Senator Glenn:

Goldberg, Art

Mr. Art Goldberg
Assistant Branch Director
Federal Programs Branch, Civil Division
Department of Justice
901 E Street, NW, Room 1066
Washington, DC 20530

Dear Mr. Goldberg:

Good, Terry W.

Mr. Terry W. Good
Director of Records Management

Executive Office of the President
Old Executive Office Building, Room 80
17th Street & Pennsylvania Avenue, NW
Washington, DC 20500

Dear Mr. Good:

Goodman, Sherri Wasserman

also serves on President's Council on Sustainable Development

Sherri Wasserman Goodman
Deputy Under Secretary for Environmental Security
Pentagon 3E792
3400 Defense Pentagon
Washington, DC 20301-3400

Dear ?:

Governor of State

The Honorable (full name)
Governor of (state)
(city, state, zip code)

Dear Governor (surname):

Grafeld, Peggy

Mrs. Margaret Grafeld
A/IM/IS/FTC Room 1239
U.S. Department of State
2201 C Street, N.W.
Washington, DC 20520

Grant, Sam
Mr. Sam Grant
Director, National Technology Alliance Program
NIMA
8613 Lee Highway
Mail Stop A-58
Fairfax, Virginia 22031-2137

Dear Mr. Grant:

Hastings, Scott O.

Mr. Scott O. Hastings
Director, Office of Files and Forms Management
Immigration and Naturalization Service
111 Massachusetts Avenue, NW
Washington, DC 20536

Dear Mr. Hastings:

Hazelwood, Leo

Mr. Leo Hazelwood
Deputy Director, NIMA
Headquarters NIMA
4600 Sangamore Road, MS D100
Bethesda, MD 20816-5003

Dear Mr. Hazelwood:

Head of a Federal Agency, Authority, or Board

The Honorable (full name)
(title)
(agency name)
(address)
(city, state, zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

Head of a major organization within an agency, if a Presidential appointee

The Honorable (full name)
(title), (organization name)
(agency name)
(address)
(city, state, zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

Hertling, Richard

Mr. Richard Hertling
Senior Counsel

Senate Committee on Governmental Affairs
340 Dirksen Senate Office Building
Washington, D.C. 20510

Dear Mr. Hertling:

Hess, Frederick D.

Mr. Frederick D. Hess
Director, Office of Enforcement Operations
Criminal Division
United States Department of Justice
1001 G Street, NW, Suite 1075
Washington, D.C. 20530

Dear Mr. Hess:

Higdon, Joan

MAIL STOP: T-2F18
Ms. Joan Higdon
U.S. Nuclear Regulatory Commission
Washington, DC 20555

Dear Ms. Higdon:

Horrocks, David

Mr. David Horrocks
Supervisory Archivist
Gerald R. Ford Library
1000 Beal Avenue
Ann Arbor, Michigan 48109-2114

Dear Mr. Horrocks:

Houston, Tina

Ms. Tina Houston
Supervisory Archivist
Lyndon Baines Johnson Library
2313 Red River Street
Austin, TX 78705

Dear Tina:

Hoyer, Steny H.

The Honorable Steny H. Hoyer
House of Representatives
Washington, D.C. 20515

Dear Mr. Hoyer or Dear Congressman Hoyer:

Lieutenant General Patrick M. Hughes
U.S. Army
Director, Defense Intelligence Agency
7400 Defense Pentagon
Washington, DC 20301-7400

Dear Lieutenant General Hughes:

Hunger, Frank W.

The Honorable Frank W. Hunger
Assistant Attorney General for the Civil Division
Department of Justice
Tenth Street and Pennsylvania Avenue, NW
Washington, D.C. 20530

Dear Mr. Hunger:

Hyde, Henry J.

The Honorable Henry J. Hyde
Chairman, Committee on the Judiciary
U.S. House of Representatives
2138 Rayburn House Office Building
Washington, DC 20515-6216

Dear Mr. Chairman:

- I -

Internal Revenue Service

The Honorable Charles O. Rossotti
Commissioner of Internal Revenue
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20535

Dear Mr. Rossotti:

Internal Revenue Service

Ms. Linda Stiff
National Director
Government Liaison and Disclosure Office
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20535

Dear Ms. Stiff:

Istook, Ernest Jr.

The Honorable Ernest Istook, Jr.
House of Representatives
Washington, D.C. 20515

Dear Mr. Istook or Dear Congressman Istook:

- J -

Jacoby, RADM Lowell E.

RADM Lowell E. Jacoby, USN
Commander, Office of Naval Intelligence
4251 Suitland Road
Washington, D.C. 20395-5270

Dear Admiral Jacoby:

Janet, Kevin J. Esq.

Kevin J. Janet, Esq.
Attorney-Advisor
Freedom of Information Section

Drug Enforcement Section
DEA/AMRL
Washington, DC 20537

Dear Mr. Janet:

Johnson, Will

Mr. Will Johnson
John F. Kennedy Library
Columbia Point
Boston, Massachusetts 02125-3398

Dear Mr. Johnson:

Joint Committee Chairman

The Honorable (full name)
Chairman, Joint Committee on
(name)
Congress of the United States
Washington, D.C. (zip code)

Dear Mr./Madam Chairman:

Jones, Dr. Ronald Coy

Dr. Ronald Coy Jones
Department of Surgery
Baylor University Medical Center
3500 Gaston Avenue
Dallas, TX 75246-2045

Dear Dr. Jones:

Justice, Department of
Office of the Solicitor General
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001

Civil Division
Appellate Staff
601 D Street, NW
Washington, DC 20530-0001

- K -

Katz, Stanley N.

Professor Stanley N. Katz
Lecturer with the Rank of Professor
Woodrow Wilson School
Princeton University
446 Robertson Hall
Princeton, New Jersey 08544

Dear Professor Katz:

Keeley, Ms. Carol L.

Ms. Carol L. Keeley
Chief, HERU
Federal Bureau of Investigation
10th Street and Pennsylvania Avenue, N.W.
Washington, DC 20535

Dear Ms. Keeley:

Kennedy, Patrick F.

The Honorable Patrick F. Kennedy
Acting Assistant Secretary for Diplomatic Security
U.S. Department of State
2101 C Street, NW, Room 6316
Washington, DC 20520

Dear Mr. Kennedy:

Kester, John G.

John G. Kester, Esq.
Williams & Connally
725 12th Street, N.W.
Washington, D.C. 20005

Dear Mr. Kester:

Kolbe, Jim

The Honorable Jim Kolbe
Chairman, Subcommittee on Treasury, Postal
Service, and General Government
Committee on Appropriations
House of Representatives
B-307 Rayburn House Office Building
Washington, D.C. 20515

Dear Mr. Kolbe:

Kolczynski, Raymond J.

Raymond J. Kolczynski
National Information Display Laboratory
P.O. Box 8619
Princeton, New Jersey 08543-8619

Kovakas, James M.

James M. Kovakas, Esq.
Attorney In Charge for FOI/PA Unit
Civil Division
U.S. Department of Justice
901 E Street, N.W., Room 808
Washington, D.C. 20530

Dear Mr. Kovakas:

Kuckes, Niki

Niki Kuckes, Esq.
Miller, Cassidy, Larroca and Lewin, L.L.P.
2555 M Street, NW
Washington, D.C. 20037-1302

Dear Ms. Kuckes: (or Niki ?)

Kummer, Daniel M.

Daniel M. Kummer, Esq.
Litigation Counsel
National Broadcasting Company, Inc.

30 Rockefeller Plaza - Room 1087E
New York, New York 10112

Dear Mr. Kummer: (or Daniel ?)

Kurtz, Michael J.

Mr. Michael J. Kurtz
Assistant Archivist for Records Services - Washington, DC
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Kurtz:

- L -

Lady, Kip

Mr. Kip Lady
Staff Assistant
Committee on Government Reform and Oversight
2157 Rayburn House Office Building
Washington, D.C. 20515

Dear Mr. Lady:

Larkin, Joyce A.

Ms. Joyce A. Larkin
Media Director
Office of Congressman Louis Stokes
2365 Rayburn House Office Building
Washington, D.C. 20515

Dear Ms. Larkin:

Lawrence, Taylor W.

Mr. Taylor W. Lawrence
Staff Director
Senate Select Committee on Intelligence
211 Hart Senate Office Building
Washington, DC 20510-6475

Dear Dean Leffler:

Librarian of Congress

The Honorable (full name)
Librarian of Congress
Library of Congress
Washington, D.C. 20540

Dear Mr./Mrs./Miss/Ms. (surname):

Liebengood, Howard S.

Mr. Howard S. Liebengood
Vice President for Government Affairs
Philip Morris Companies, Inc.
1341 G Street, NW, Suite 900
Washington, DC 20005

Dear Mr. Liebengood:

Lieutenant Governor

The Honorable (full name)
Lieutenant Governor of (State)
(city, state, zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

Lighton, Sharon

Ms. Sharon Lighton
Records Officer
General Services Administration
Eighteenth and F Streets, N.W.
Washington, DC 20405

Dear Ms. Lighton:

Livingstone, Harrison E.

Mr. Harrison E. Livingstone
3025 Abell Avenue

Magaw, John W.

The Honorable John W. Magaw
Director
Bureau of Alcohol, Tobacco, and Firearms
660 Massachusetts Avenue, NW
Washington, D.C. 20226

Dear Mr. Magaw:

Mailer, Norman

c/o Jason Epstein
Random House
201 East 50th Street
New York, New York 10022
or
142 Columbia Heights
Brooklyn, New York 11201
or
627 Commercial Street
Provincetown, MA 02657

Majority or Minority Leader of the House or Senate = Dear Mr. Leader or Dear Madam
Leader:

Mantik, David W., MD, PhD

Dr. David W. Mantik
69-780 Stellar Drive
Rancho Mirage, CA 92270

Dear Dr. Mantik:

Marshall, Burke

Professor Burke Marshall
Yale Law School
New Haven, Connecticut 06520

Dear Mr. Marshall:

Marshall, Susanne

Legislative Assistant
Office of Senator Arlen Specter
711 Hart Office Building
Washington, D.C.20510

Dear Mr. Mathis:

Matthews, John W.

Mr. John W. Matthews
Director, Army Declassification Activity
4600 North Fairfax Drive
Arlington, VA 22203

Dear Mr. Matthews:

May, Ernest R.

Professor Ernest R. May
Senior Research Associate for Belfer Center for Science and International Affairs
Kennedy School of Government
Harvard University
79 JFK Street
Cambridge, MA 02138

Dear Professor May:

Mayer-Whittington, Nancy

Ms. Nancy Mayer-Whittington
Clerk of the Court
U.S. District Court for the District of Columbia
Clerk's Office, Room 1225
Third & Constitution Avenue, NW
Washington, DC 20001

Dear Ms. Mayer-Whittington:

Mayor

The Honorable (full name)
Mayor of (City)
(city, state, zip code)

Washington, D.C. 20505

Dear Mr. McNamara:

Mecham, Leonidas Ralph

Mr. Leonidas Ralph Mecham
Director
Administrative Office of the United States Courts
One Columbus Circle, NE
Washington, DC 20544

Dear Mr. Mecham:

Meek, Carrie

The Honorable Carrie Meek
House of Representatives
Washington, D.C. 20515

Dear Ms. Meek or Dear Congresswoman Meek:

Meissner, Doris

The Honorable Doris Meissner
Director
Immigration and Naturalization Service
425 I Street, Room 7100
Washington, D.C. 20536

Dear Ms. Meissner:

Merletti, Lewis C.

The Honorable Lewis C. Merletti
Director, United States Secret Service
Department of Treasury
1800 G Street, NW
Washington, D.C. 20223

Dear Mr. Merletti:

Middleton, Harry J.

(with doctoral degree, list degrees after the name)

with doctoral degree: Dear Dr. (surname):

without doctoral degree: Dear Mr./Mrs./Miss/Ms. (surname):
Dear Rabbi (surname):

Moll, Daniel R.

Mr. Daniel R. Moll
Deputy Staff Director
Committee on Government Reform and Oversight
2157 Rayburn House Office Building
Washington, D.C. 20515

Dear Mr. Moll:

Moynihan, Senator Daniel Patrick

The Honorable Daniel Patrick Moynihan
United States Senate
Russell Senate Office Building
Washington, D.C. 20510-3201

Dear Senator Moynihan:

Mrdeza, Michelle

Ms. Michelle Mrdeza
Clerk, Subcommittee on Treasury, Postal
Service, and General Government
B-307 Rayburn House Office Building
House of Representatives
Washington, D.C. 20515

Dear Ms. Mrdeza:

Mularie, Dr. William

Dr. William Mularie
Deputy Director
Directorate of Systems and Technology, NIMA
Headquarters NIMA
4600 Sangamore Road, MS D138

Dear Dr. Mularie:

Multiple Addressees

One Woman and One Man

Mrs./Miss/Ms. (full name) and
Mr. (full name)
(address)
(city, state, zip code)

Dear Mrs./Miss/Ms. (surname): and
Mr. (surname):

Two or More Men

Mr. (full name) and
Mr. (full name)
(address)
(city, state, zip code)

Dear Mr. (surname): and
Mr. (surname):

or

Dear Messers. (surname) and (surname):

Two or More Women

Mrs./Miss/Ms. (full name) and
Mrs./Miss/Ms. (full name)
(address)
(city, state, zip code)

Dear Mrs. (surname): and
Ms. (surname):

or

Dear Mmes. (surname): (if married) and
Mlles. (surnames): (if unmarried)

Unknown Gender

(full name)
(address)
(city, state, zip code)

Dear (full name):

Murray, Patrick

Patrick Murray, Esq.
Chief Counsel
House Permanent Select Committee on Intelligence
The Capitol - Room H-405
Washington, DC 20515

Dear Mr. Murray:

- N -

National Security Agency - see Minahan and Collins

Negin, Elliott

Mr. Elliott Negin
1545 18th Street, NW, #712
Washington, DC 20036

Dear Elliott:

Nelson, C. Sue

Ms. C. Sue Nelson
Chief, Records Release Office
Office of the Inspector General
1700 Army Pentagon
Washington, DC 20310-1700

Dear Ms. Nelson:

Newett, Frank R.

Mr. Frank R. Newett
Assistant Director
Office of Enforcement Operations
Criminal Division
U.S. Department of Justice
1001 G Street, NW, Suite 1075

Washington, DC 20530

Newman, Kim

Ms. Kim Newman
Office of Management and Budget
725 17th Street, NW, Room 9215
Washington, DC 20504

Dear Ms. Newman:

Noring, Nina

Ms. Nina Noring
A/IM/IPF/CD/IR Room 1434
U.S. Department of State
2201 C Street, NW
Washington, D.C. 20520

Dear Ms. Noring:

Northup, Anne M.

The Honorable Anne M. Northup
House of Representatives
Washington, D.C. 20515

Dear Ms. Northup or Dear Congresswoman Northup:

- O -

Obenhaus, Mark

Mr. Mark Obenhaus
Lancer Productions Inc.
10 Columbus Circle
Suite 2210
New York, New York 10019

Dear Mark:

- P -

Pereira, John

Mr. John Pereira
Chief, Historical Review Group
Central Intelligence Agency, 2E20 IP
Washington, D.C. 20505

by courier:
13651 McLearen Road, Herndon, VA 22071

Dear Mr. Pereira:

Perle, E. Gabriel

E. Gabriel Perle, Esq.
Ohlandt Greeley Ruggiero & Perle
One Landmark Square
Stamford, Connecticut 06901-2601

Dear Mr. Perle:

Perrin, Tammy

Ms. Tammy Perrin
Subcommittee on Treasury, General
Government, and Civil Service
Committee on Appropriations
United States Senate
190 Dirksen Senate Office Building
Washington, D.C. 20510

Dear Ms. Perrin:

Perry, Dr. Malcolm

Dr. Malcolm Perry
St. Paul Medical Center
Department of Surgery
5909 Harry Hines Blvd.
Dallas, TX 75235

Home: 4603 13th Street
Lubbock, TX 79430

Dear Dr. Perry:

Personette, Donald

Mr. Donald Personette
Deputy Chief Counsel
Office of Chief Counsel
United States Secret Service
1800 G Street, NW
Washington, D.C. 20223

Dear Mr. Personette:

Peters, Dr. Paul

Dr. Paul Peters
3201 Beverly Drive
Dallas, TX 75205

Dear Dr. Peters:

Piasecki, Ms. Cheryl Kane-

Ms. Cheryl Kane-Piasecki
Desk Officer
Office of Government Ethics
1201 New York Avenue, NW
Washington, DC 20005-3917

Dear Ms. Piasecki:

Plavchan, Ronald J.

Ronald J. Plavchan, Ph.D.
Archivist
Executive Secretariat
Main Justice Building, Room 4420
950 Pennsylvania Avenue, NW
Washington, DC 20530

Dear Dr. Plavchan:

Podesta, John

Mr. John Podesta
Deputy Chief of Staff to the President
The White House
Washington, D.C. 20502

Dear Mr. Podesta:

Postmaster General - see Runyon

President of the Senate

The Honorable (full name)
President of the Senate
Washington, D.C. 20510

Dear Mr./Mrs./Miss/Ms. (surname):

President of the Senate Pro Tempore

The Honorable (full name)
President Pro Tempore
United States Senate
Washington, D.C. 20510

Dear Mr./Madam President:

President of the United States

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

close with: Respectfully,

Price, David E.

The Honorable David E. Price
House of Representatives
Washington, D.C. 20515

Dear Mr. Price or Dear Congressman Price:

Professor

Professor (full name)
Department of (name)
(name of institution)
(address)
(city, state, zip code)

Dear Professor (surname):

Associate or Assistant Professor

Mr./Mrs./Miss/Ms. (full name):
Associate (or Assistant) Professor
Department of (name)
(name of institution)
(address)
(city, state, zip code)

Dear Professor (surname):

Protestant Bishops and Catholic Titles: see U.S. Government Correspondence Manual

Public Printer

The Honorable (full name)
Public Printer
U.S. Government Printing Office
Washington, D.C. 20401

Dear Mr. (surname):

Pugh, Elizabeth A.

Elizabeth Pugh, Esq.

General Counsel
Library of Congress
Madison Building, Room 601
101 Independence Avenue, SE
Washington, DC 20540-1050

Dear Ms. Pugh:

Pustay, Melanie

Ms. Melanie Pustay
Attorney/Advisor
Office of Information and Privacy
Department of Justice
1310 G Street, N.W.
Washington, DC 20530

Dear Ms. Pustay

- Q -

- R -

Raines, Franklin D.

The Honorable Franklin D. Raines
Director, Office of Management and Budget
Old Executive Office Building, Room 252
Washington, D.C. 20503

Dear Mr. Raines:

Raths, Lt. Col. Gregory

Lt. Col. Gregory Raths
Assistant Chief of Staff
White House Military Office
Washington, DC 20502

Dear Lt. Col. Raths:

Relyea, Dr. Harold C.

Dr. Harold C. Relyea

Congressional Research Service
Government Division
LM-303, Library of Congress
101 Independence Avenue, S.E.
Washington, D.C. 20540-7470

Dear Dr. Relyea:

Reno, Janet

The Honorable Janet Reno
Attorney General
Washington, D.C. 20530

Dear Madam Attorney General:

Representative - United States

The Honorable (full name)
House of Representatives
Washington, D.C. 20515

Dear Mr./Mrs./Miss/Ms. (surname) or Dear Congressman/Congresswoman (surname):

Retzlaff, Barbara A.

Ms. Barbara A. Retzlaff
Subcommittee on Treasury, General
Government, and Civil Service
Committee on Appropriations
United States Senate
196 Dirksen Senate Office Building
Washington, D.C. 20510

Dear Ms. Retzlaff:

Richardson, Margaret Milner

The Honorable Margaret Milner Richardson
Commissioner of Internal Revenue
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, D.C. 20224

The Honorable Charles O. Rossotti
Commissioner of Internal Revenue
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20535

Dear Mr. Rossotti:

Rowe, Les

Mr. Les Rowe
U.S. Department of Justice
Criminal Division
Records Management Staff
666 11th Street, NW, Suite 410
Washington, DC 20001

Dear Mr. Rowe:

Rubin, Robert E.

The Honorable Robert E. Rubin
Secretary of the Treasury
Department of the Treasury
1500 Pennsylvania Avenue, NW
Washington, D.C. 20220

Dear Mr. Secretary:

Rudman, Warren B.

The Honorable Warren B. Rudman
Chairman
President's Foreign Intelligence Advisory Board
Old Executive Office Building, Room 340
Washington, DC 20502

Dear Senator Rudman:

Ruff, Charles F.C.

Charles F.C. Ruff, Esq.
Counsel
The White House
Washington, D.C. 20500

Runkel, Christopher M.

Mr. Christopher M. Runkel
Acting General Counsel
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Runkel:

Runyon, Marvin

The Honorable Marvin Runyon
Postmaster General
United States Postal Service
Washington, D.C. 20260

Dear Mr. Postmaster General:

- S -

Salvetti, Lisa

Ms. Lisa Salvetti
National Security Council
1600 Pennsylvania Avenue
Washington, DC 20500

Schact, Diana L.

Ms. Diana L. Schact
Committee on the Judiciary
Rayburn House Office Building
Room 2138
Washington, DC 20515-216

Dear Ms. Schact:

Schaffner, Jeff

Mr. Jeff Schaffner
Professional Staff Member
Government Reform and Oversight Committee
U.S. House of Representatives
2157 Rayburn House Office Building
Washington, D.C. 20515-6143

Dear Mr. Schaffner:

Schlesinger, Arthur M. Jr.

Dr. Arthur M. Schlesinger, Jr.
171 East 64th Street
New York, NY 10021

Dear Dr. Schlesinger:

Secret Service - Director - see Merletti

Secretary of the United States Senate

The Honorable (full name)
Secretary of the Senate
United States Senate
Washington, D.C. 20510

Dear Mr./Mrs./Miss/Ms. (surname):

Senate Governmental Affairs Ctte - see Curt Silvers

Senator - State

The Honorable (full name)
(State) Senate
(city, state, zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

Senator - United States

The Honorable (full name)
United States Senate
Washington, D.C. 20510

Dear Senator (surname):

Sheldon, David P.

David P. Sheldon, Esq.
Feldesman, Tucker, Leiffer, Fidell & Bank
2001 L Street, NW, Suite 330
Washington, DC 20036

Dear Mr. Sheldon:

Silverberg, James L.

James L. Silverberg, Esq.
Kaufman & Silverberg
918 16th Street, NW, Suite 400
Washington, DC 20006
Dear Jamie:

Silvers, Curt

Senate Governmental Affairs Ctte

Mr. Curt Silvers
Office of the Honorable Fred Thompson
523 Dirksen Senate Office Building
Washington, DC 20510

Dear Mr. Silvers:

Smith, Patrick F.

Mr. Patrick F. Smith
Information Management Specialist
Office of the Deputy Chief of Staff for Personnel
300 Army Pentagon, Room 2C729
Washington, DC 20310-0300

Dear Mr. Smith:

Stiff, Ms. Linda

Ms. Linda Stiff
National Director
Government Liaison and Disclosure Office
Internal Revenue Service
1111 Constitution Avenue, N.W.
Washington, D.C. 20224

Dear Ms. Stiff:

Subcommittee Chairman - Senate

The Honorable (full name)
Chairman, Subcommittee on (name)
(name of parent Committee)
United States Senate
Washington, D.C. 20510

Dear Senator (surname):

Subcommittee Chairman - House of Representatives

The Honorable (full name)
Chairman, Subcommittee on (name)
(name of parent Committee)
House of Representatives
Washington, D.C. 20515

Dear Mr./Mrs./Miss/Ms. (surname):

Stiff, Linda

Ms. Linda Stiff
National Director
Government Liaison and Disclosure Office
Internal Revenue Service
1111 Constitution Avenue, N.W.
Washington, D.C. 20535

Dear Ms. Stiff:

Summerlin, Aileen

Ms. Aileen Summerlin
Disclosure Specialist
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20224

Dear Ms. Summerlin:

Summers, Charles

Mr. Charles Summers
Records Officer
Administrative Office of the U.S.Courts
One Columbus Circle, NE
Washington, DC 20544

Dear Mr. Summers:

- T -

Tabb, Winston

Mr. Winston Tabb
Associate Librarian for Library Services
The Library of Congress
101 Independence Avenue, SE
Washington, D.C. 20540-1000

Dear Mr. Tabb:

Tenet, George
The Honorable George Tenet
Acting Director of Central Intelligence
The Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Tenet:

Thomas, Evan W.

Mr. Evan W. Thomas

Time Incorporated
Rockefeller Center, Room 3343
New York, NY 10020
(address of Laury M. Frieber, Esq.)

Time Incorporated
1271 Avenue of the Americas
Suite 2871
New York, New York 10020

Kenneth Schleslinger was formerly the Archivist

- U -

Under Secretaries

The Honorable (full name)
Under Secretary of (name of Department)
Washington, D.C. (zip code)

Dear Mr./Mrs./Miss/Ms. (surname):

United States Representative to the United Nations (or OAS)

The Honorable (full name)
United States Representative to the United Nations
or
United States Representative to the Organization of American States
(city, state, zip code)

Formal: Sir/Madam:
Very truly yours,

Informal: Dear Mr./Madam Ambassador:
Sincerely,

- V -

Vezeris, Jane

Ms. Jane E. Vezeris
Deputy Assistant Director
Office of Administration

United States Sercret Service
1800 G Street, NW
Washington, DC 20223

Dear Ms. Vezeris:

The Vice President

The Vice President
United States Senate
Washington, D.C. 20510

or

The Honorable Albert Gore, Jr.
The Vice President of the United States
Washington, D.C. 20501

Dear Mr. Vice President:

- W -

Walter, Sheryl L.

Ms. Sheryl L. Walter
Deputy Special Counsel
Special Investigations Unit on Persian Gulf War Illnesses
Senate Veterans Affairs Committee
SDB40-2
Washington, DC 20510

Dear Ms. Walter:

Waxman, Henry

The Honorable Henry Waxman
Committee on Government Reform and Oversight
2157 Rayburn House Office Building
House of Representatives
Washington, D.C. 20515

Dear Congressman Waxman or Dear Mr. Waxman:

Weise, George

The Honorable George Weise

Commissioner of Customs
U.S. Customs Service
1301 Constitution Avenue, NW
Washington, D.C. 20229

Dear Mr. Weise:

Wells, Carlotta P.

Carlotta P. Wells, Esq.
U.S. Department of Justice
Civil Division
Federal Programs Branch
901 E Street, NW, Room 1076
Washington, DC 20530

Dear Carlie:

West, Jeff

Mr. Jeff West
Executive Director
The Sixth Floor Museum
411 Elm Street, Suite 120
Dallas, Texas 75202-3301

Dear Mr. West:

Wilhelm, Kristen

Ms. Kristen Wilhelm
Center for Legislative Archives
National Archives and Records Administration
Room 205
Washington, D.C. 20408

Dear Ms. Wilhelm:

Winner, Anna C.

Ms. Anna C. Winner
Chief, Archives and REcords Management Division

Defense Intelligence Agency
7400 Defense Pentagon
Washington, DC 20301-7400

Dear Ms. Winner:

Wolf, Frank R.

The Honorable Frank R. Wolf
House of Representatives
Washington, D.C. 20515

Dear Mr. Wolf or Dear Congressman Wolf:

Wolfe, James

Mr. James Wolfe
Director of Security
Senate Select Committee on Intelligence
211 Hart Senate Office Building
Washington, DC 20510-6475

Dear Mr. Wolfe:

- Y -

Yalowitz, Kenneth S.

The Honorable Kenneth S. Yalowitz
1869 Post Oak Trail
Reston, Virginia 20191

This is his home address. He was formerly our Ambassador to Belarus. He is still called Ambassador and to be addressed as The Honorable.

Dear Mr. Yalowitz:

- Z -
