



# Sample Letter Request for Emergency Publication of a Notice

An Additional Help Document for ADS Chapter 516

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Date

Mr. Oliver Potts, Director  
Office of the Federal Register (NF)  
National Archives and Records Administration 700  
Pennsylvania Avenue, NW  
Washington, DC 20408-0001

Dear Mr. Potts:

Please publish this [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including Agency docket number, and, for rules and proposed rules, RIN number)] on the emergency publication schedule.

[EXPLAIN WHY YOU NEED EMERGENCY PUBLICATION.]

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS.]

Call [INSERT YOUR NAME] at [TELEPHONE NUMBER] to confirm the publication date and for answers to any questions.

Sincerely,

Typed Name  
Title