***For a document not yet on the PIL, you may need to add more description than simply page, paragraph, and line numbers to ensure that we can recognize the correction, as well as attaching the first page of the document and page(s) with corrections. You may also attach the relevant pages to correct a document on the PIL.***

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]:

Please make the following corrections to the [RULE, PROPOSED RULE, OR NOTICE] concerning [INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN number)] that is currently on public inspection and scheduled to publish in the Federal Register on [INSERT DATE]:

[EXAMPLE – do not use italics in your letter]

*On page 6, second paragraph, line 7, remove the phrase "outgoing mail".*

*On page 15, after the heading "Introduction" add the sentence: "Indicated in the report is the percentage of correctly manually processed boxes versus correctly electronically processed boxes."*

If you have questions, please contact [INSERT NAME] at [TELEPHONE NUMBER] or by email at [INSERT EMAIL ADDRESS].

Sincerely,

[SIGN]

Type name, Title