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## **Executive Office of the President**

Office of Agency Liaison

Bulk Mail

Phone: 202-456-5484 - Fax: 202-456-5502

To: Carol Kennedy  
Agency: DOE  
Total Cases: 2

Date Sent: January 23, 2004  
Date Due: February 22, 2004

Please fax back a signed, dated copy of this sheet verifying you have received this transmission in full.  
If this transmission is incomplete, please contact our office immediately.

### **Constituent Name**

### **White House Number**

Mr. M. Edward Morrison

WHB 347466-

→ Mr. Matt Rubinger

WHB 347475-

### **Instructions for Response Letters to Constituents**

- Direct response due to constituent within 30 days
- FAX a copy of the response to Agency Liaison (202-456-5502) or via email at [wh\\_agl\\_bulk@who.eop.gov](mailto:wh_agl_bulk@who.eop.gov)
- Fax or email with White House control number on the response letter opposite the address block
- If mail is not your jurisdiction, forward to appropriate agency, and advise Agency Liaison
- If there is prior correspondence on same case, acknowledge this referral and include past responses
- Do **not** use names of any White House staff in letters to the constituents

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