

*Sample Cover Memo for “A” Priority Letter
For the Secretary/Deputy Secretary Signature*

Date

MEMORANDUM FOR THE SECRETARY

or

MEMORANDUM FOR THE DEPUTY SECRETARY

FROM: *Agency Head’s Name*
Title

SUBJECT: Reply to*(name of letter writer, if in response to incoming)* or
Letter to

Attached is a letter to...regarding.... *Be concise, but describe content of our response letter. Package should be accompanied by agency’s clearance sheet and memorandum should be signed.*

Recommendation:

I recommend that you sign the attached letter.

Clearances:

See attached NOAA clearance sheet

Executive Secretariat Clearance:

(Name of current Exec Sec)

Date