

CHAPTER 4. PREPARATION OF WHITE HOUSE CORRESPONDENCE

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1. **What are the types of White House correspondence, and how do I prepare them?**

- a. **Presidential correspondence.** Presidential correspondence is correspondence prepared for signature by the President or members of the White House staff. Check with Exec Sec for proper formatting.
- b. **Secretarial correspondence.** Secretarial correspondence is correspondence from the Secretary to the President. Check with Exec Sec for proper formatting.
- c. **OST and/or FHWA correspondence.** OST and/or FHWA correspondence is correspondence referred from the White House for direct reply by an OST or an FHWA official. The opening paragraph should read:

Thank you for your letter of May 12 to President Obama regarding _____. It has been forwarded to the Federal Highway Administration for reply.