

## Sample Letter Requesting Expedited Publication in the Federal Register

[DATE]

Raymond A. Mosley, Director  
Office of the Federal Register  
800 N. Capitol Street NW, Suite 700  
Washington, DC 20001  
ATTN: Jim Wickliffe  
[destination phone number (e.g., Fed Ex airbill requires it): 202-741-6000]

Dear Mr. Mosley:

Under the provisions of 1 CFR 17, subpart C, we request [IMMEDIATE/EXPEDITED\*] filing and expedited publication of the enclosed document, with the subject heading “[SUGGESTED: PUT THE SUBJECT LINE FROM THE FIRST PAGE OF YOUR DOCUMENT, AND, FOR RULES AND PROPOSED RULES, THE RIN NUMBER].”

We need expedited publication because [PROVIDE REASON(S), WHICH NEED TO INCLUDE AN EFFECT ON THE PUBLIC IF EXPEDITED PUBLICATION DOES NOT OCCUR].

We sincerely appreciate your attention to this matter. Please send an email to [FWS\\_FedRegPub@fws.gov](mailto:FWS_FedRegPub@fws.gov) to confirm the publication date of this document. Thank you.

Sincerely,

[YOUR NAME]  
[YOUR TITLE]

Enclosures

\*If you don't want any special handling for filing, i.e., if you want the document to go on file for public display one day before it publishes, you needn't mention filing in this letter.

\*If you are requesting a specific date, **bold** that date in your letter.