Library of Congress

101 Independence Ave., SE

Washington, DC 20540

**${Date}**

Dear **${Employee Name},**

This letter is here to inform you, **${Employee Name} – ${Employee ID}**, must remit the below information/forms to the Library of Congress – Personnel Security Office as soon as possible.

**General Release Form**

If you have any questions, please email or call the Office of Personnel Security.

Sincerely,

Library of Congress Staff