

SAMPLE LETTER

[Insert date of letter]

Ms. Jean Siekerka
Contracting Officer
U.S. Department of Energy
Golden Field Office
15013 Denver West Parkway
Golden, CO 80401

Subject: Contract No: DE-AC36-08GO28308 – [Provide subject of letter]

Dear Ms. Siekerka:

[Provide body of letter]

If you have questions, please contact [provide contact name, title, and phone number].

Sincerely,

Julie Baker
Deputy Laboratory Director and
Chief Operating Officer

Enclosure

cc: Marlys Kinsey, GFO
Nicole Shoemaker

GUIDELINES:

- Left block letter style
- NREL color letterhead
- Arial or Times Roman font
- Do not use an Approval Line for DOE-GFO (they will accept/reject requests via formal correspondence)
- Use standard
 - Inside address
 - Subject line (with prime contract number and DOTS action reference number, if assigned)
 - Salutation, signature block, and enclosure notation as needed
- Required cc's:
 - **Marlys Kinsey, GFO**
 - **Nicole Shoemaker**
 - And relevant NREL and DOE line managers and subject matter experts

Ms. Jean Siekerka
[Insert date of letter]
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Note: Occasionally a letter will exceed one page in length. When that occurs, please include a header on the second, and subsequent pages as shown above. Also at least three lines of text need to appear followed by the signature line and cc: list.

Sincerely,

Julie Baker
Deputy Laboratory Director and
Chief Operating Officer

Enclosure

cc: Marlys Kinsey, GFO
Nicole Shoemaker

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