

**ASSASSINATION RECORDS REVIEW BOARD
600 E STREET, NW SUITE 208
WASHINGTON, DC 20530
(202) 724-0088
(202) 724-0457 (fax)**

MEMORANDUM

TO: Tom Galgano, US Postal Service
FROM: Tracy Shycoff, Administrative Officer
RE: Request for Penalty Mail Usage
DATE: November 28, 1994

The Assassination Records Review Board is requesting penalty mail priveleges for FY95. We estimate usage will be \$500 per month beginning December, 1994. The total usage for the year will therefore be \$5,000.00. Our Treasury code for billing is 47000016.

If you need further information to process our account, please contact me at the number listed above. Thank you.

