

[date]

Mr. John Doe
Any Street USA
Anytown, USA 000000

Dear Mr. Doe:

The Subcommittee on /Committee on Resources will hold a hearing on [insert subject matter or bill number with title] on [date], at [time] in [place]. I cordially invite you (or your representative) to testify at this hearing.

This hearing will focus on [insert subject matter of hearing in greater detail or provide greater detail about the bill; if hearing is on bill, indicate that a copy of the bill is enclosed] You/your organization/the agency has had a significant experience with this subject matter and information regarding your experience would be most helpful to the Committee. Please read this letter carefully to ensure that you comply with all hearing requirements and that you understand your rights as a witness.

Under Committee Rule 4(b) [Committee on Resources rule reference], each witness who is to appear before a Subcommittee of the Committee on Resources/Committee on Resources must file with the clerk of the subcommittee/Chief Clerk of the Committee a written statement of proposed testimony. **This must be filed at least two working days before your appearance. Failure to comply with this requirement may result in the exclusion of your written testimony from the hearing record and/or the barring of your oral presentation of the testimony.** Your oral testimony should not exceed five minutes and should summarize your written remarks. You may introduce into the record any other supporting documentation you wish to present in accordance with the enclosed guidelines.

Pursuant to Rule 4(b) of the Committee on Resources and clause g(4) of Rule XI of the House of Representatives, a witness appearing before the Subcommittee on [name]/Committee on Resources must to the greatest extent practicable include with his written testimony a current resume summarizing education, experience and affiliations pertinent to the subject matter of the hearing. In addition, to the extent practicable, each nongovernmental witness must disclose the amount and source of federal grants or contracts received within the current and prior two fiscal years. If a witness represents an organization, he must provide the same information with regard to the organization. The information disclosed must be relevant to the subject matter of the hearing and a witness' representational capacity at the hearing. Witnesses are not required to disclose federal entitlement payments such as Social Security, Medicare, or other income support payments (such as crop or commodity support payments). To assist you in complying with these rules, I have enclosed a form which you may complete and attach to your testimony. You can also fulfill the disclosure requirement by submitting the information in some other form or format.

Under clause 2(k) of Rule XI [House rule reference], witnesses at hearings may be accompanied by their own counsel to advising them concerning their constitutional rights. I reserve the right to place any witness under oath. Finally, a witness may obtain a transcript copy of his testimony given in open, public session, or in a closed session only when authorized by the Subcommittee/Committee.

The Committee on Resources Rules are available on its website at <http://resourcescommittee.house.gov/> and the Rules of the House of Representatives, including clause 2(k) of Rule XI, are available at the House of Representatives' website at <http://www.house.gov/house/Orgops.html>. Copies can also be sent to you on request.

To fully prepare for this hearing, xx copies of your testimony must be submitted to [subcommittee clerk/Chief Clerk], [address of Subcommittee/Room 1328 Longworth House Office Building], no later than the close of business on [date; 2 working days before the hearing]. Accommodations for individuals with disabilities, including assistive listening systems, interpreters and materials in alternate formats, may be arranged by contacting the subcommittee clerk/Chief Clerk in advance of the hearing (four business days notice is recommended) at the address above or at or TTY 202/225-1904.

Should you or your staff have any questions or need additional information, please contact [name of staff person handling hearing] or [name of subcommittee clerk/Chief Clerk] at [office phone number/202-225-2761].

Sincerely,

[*****]
Chairman, Subcommittee on

[*****]
Enclosures

**DISCLOSURE REQUIREMENT
Required by House Rule XI, clause 2(g)
and Rules of the Committee on Resources**

A. This part is to be completed by all witnesses:

1. Name:
2. Business Address:
3. Business Phone Number:
4. Organization you are representing:
5. Any training or educational certificates, diplomas or degrees or other educational experiences which add to your qualifications to testify on or knowledge of the subject matter of the hearing:
6. Any professional licenses, certifications, or affiliations held which are relevant to your qualifications to testify on or knowledge of the subject matter of the hearing:

7. Any employment, occupation, ownership in a firm or business, or work-related experiences which relate to your qualifications to testify on or knowledge of the subject matter of the hearing:

8. Any offices, elected positions, or representational capacity held in the organization on whose behalf you are testifying:

B. To be completed by nongovernmental witnesses only:

1. Any federal grants or contracts (including subgrants or subcontracts) which you have received since October 1, 1998, from the _____*, the source and the amount of each grant or contract:

2. Any federal grants or contracts (including subgrants or subcontracts) which were received since October 1, 1998, from the _____* by the organization(s) which you represent at this hearing, including the source and amount of each grant or contract:

3. Any other information you wish to convey which might aid the members of the Committee to better understand the context of your testimony:

*Note: When the witness letter is sent out, complete the blank to identify the federal agency or agencies overseeing the program or law which is the subject of the hearing.

Please attach to your written testimony.