

Marlene H. Dortch
Secretary
Federal Communications Commission
445 Twelfth St., SW
Washington, DC 20554

[DATE]

Re: [INSERT DOCKET NUMBER, for example, MB 02-277]

Dear Ms. Dortch:

On [date] [name people] met with [name FCC staff and title or office or bureau] to discuss [issue]. [Add additional meetings/dates in same format – it is OK to cover several meetings in one letter].

In each of these meetings, [I/we] [explain what you said. THIS EXPLANATION MUST INCLUDE ANYTHING YOU SAID TO INFLUENCE THE OUTCOME OF THE PROCEEDING. IT DOES NOT HAVE TO BE LENGTHY.]
[IF YOU GAVE THEM WRITTEN MATERIALS, YOU ****MUST**** SUBMIT A COPY. Use the following sentence: In addition, we provided FCC staff with written materials, a copy of which are attached to this letter.]

Pursuant to Section 1.1206(b) of the Commission's rules, 47 C.F.R. § 1.1206(b), [a copy of this letter is being filed electronically today] OR [IF YOU MAIL THIS IN: two copies of this letter and its attachments are submitted for filing in the above-captioned dockets.] If you have any questions, do not hesitate to contact me at [INSERT TELEPHONE NUMBER.]

Sincerely,

NAME AND TITLE