

OCA 99-0037

PAUL RYAN
1ST DISTRICT, WISCONSIN

Congress of the United States
House of Representatives
Washington, DC 20515-4901

February 15, 1999

Mr. John Moseman
Central Intelligence Agency Director of Congressional Affairs
Office of Congressional Affairs

[Redacted]
Washington, D.C. 20205

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Dear Mr. Moseman:

I wanted to take this opportunity to introduce myself. My name is [Redacted] and I am the Constituent Services Representative for Congressman Paul Ryan of Wisconsin's First Congressional District. I work at the Congressman's District Constituent Services Center in Janesville, Wisconsin, and will be handling all Central Intelligence Agency casework related issues for First District residents.

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I would appreciate it very much if you could keep me informed of any upcoming Congressional training seminars which may be available for me to attend or provide me with any updated information which becomes available about your agency. Your assistance in keeping me informed of any new agency policies, congressional inquiry procedures, and regulations is the most important way for both of us to provide the best and most efficient service possible.

For your reference, I have enclosed a copy of my business card. Please feel free to call me at (608) 752-4050, or drop me a line at *20 South Main St., Suite 10, Janesville, Wisconsin, 53545*, if I can be of assistance to you in any way.

Please don't hesitate to contact me if you have any questions or information to share with me. I welcome your feedback and ideas and look forward to working with you on future projects.

Sincerely,

[Redacted Signature]

Constituent Services Representative

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309