



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-5

Katherine Jenkins, Treasurer
National Democratic Policy Committee
113 Halifax Pl., SE
Leesburg, VA 22075

SEP 15 1995

Identification Number: C00136531

Reference: Mid-Year Report (1/1/95-6/30/95)

Dear Ms. Jenkins:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report includes computer produced formats of Schedules B and C. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

T. Suzanne Shaw
T. Suzanne Shaw
Reports Analyst
Reports Analysis Division

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