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FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

January 14, 2004

Anna Burger, Treasurer
Service Employees International Union
Committee on Political Education (SEIU COPE)
1313 L Street, NW
Washington, DC 20005

Response Due Date:
February 13, 2004

Identification Number: C00004036

Reference: December Monthly Report (11/01/03-11/30/03)

Dear Ms. Burger:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

> -Please provide a Schedule A to support the entry on Line 12 of the Detailed Summary Page. All transfers from affiliates received by your committee must be itemized on Schedule A regardless of the amount. 2 U.S.C. §434(b)(3)(D)

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any

questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1153.

Sincerely,

Alissa V. Sagri
Campaign Finance Analyst
Reports Analysis Division

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