FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-1

November 4, 2003

Anne Clutterback, Treasurer
Culberson For Congress
PO Box 41964
Houston, TX 77241

Response Due Date:
December 4, 2003

Identification Number: C00343236

Reference: Statement of Organization

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the filing 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:

The new Bipartisan Campaign Reform Act (BCRA) regulations require that each political committee provide either an electronic mail (e-mail) address or a facsimile number for the purpose of receiving Notifications of Expenditures from Personal Funds (FEC Form 10) from other candidates in the same election. Please amend your Statement of Organization to disclose the newly mandated information. (11 CFR § 102.2(a)(1)(viii))

A copy of FEC FORM 1 can be downloaded from the FEC website at http://www.fec.gov, or requested through the FEC Faxline at (202) 501-3413. 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.

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.