



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

February 6, 2003

Leonard E. Williams, Jr., Treasurer
Williams PAC Inc. (Williams PAC)
2900 W. First Street
Sanford, FL 32771

Identification Number: C00361535

Reference: Mid-Year (1/1/01-6/30/01), Year End (7/1/01-12/31/01), April Quarterly (1/1/02-3/31/02) and July Quarterly (4/1/02-6/30/02) Reports

Dear Mr. Williams:

This letter is to inform you that as of February 5, 2003 the Commission has not received your response to our request for additional information, dated January 15, 2003. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

Due to recent events, the United States Postal Service is experiencing delays in the processing and delivery of mail for the Washington D.C. area. Consequently, the Federal Election Commission is not in receipt of all incoming mail. The Commission recommends that you resubmit your response to this notice and consider using alternate delivery services such as overnight delivery or delivery by courier. If feasible, your response can also be hand-delivered. You can verify the Commission's receipt of any documents submitted by your committee on the FEC website at www.FEC.gov.

An adequate response must be received at the Commission by February 26, 2003. 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.



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-2

Leonard E. Williams, Jr., Treasurer
Williams PAC Inc. (Williams PAC)
2900 W. First Street
Sanford, FL 32771

JAN 15 2003

Identification Number: C00361535

Reference: Mid-Year (1/1/01-6/30/01), Year End (7/1/01-12/31/01), April Quarterly (1/1/02-3/31/02) and July Quarterly (4/1/02-6/30/02) Reports

Dear Mr. Williams:

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:

-In order for your report to be considered complete, a Detailed Summary Page must be filed. 2 U.S.C. §434(b)

A response or amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. 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 need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Brandy Phillips".

Brandy Phillips
Campaign Finance Analyst
Reports Analysis Division

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