



## Guidelines for Effective Comment Letters

1. Get the details right:
  - a. Check the dates of the open period. You must submit your comments in the allotted time period.
  - b. Clearly identify the rule on which you are commenting. Include the docket number, which appears on the Federal Register page.
  - c. It's okay to comment on only one small part of the rule.
2. Introduce yourself and your business.
  - a. If it's relevant, include details about the size, location, and services of your business.
  - b. You are only required to include your name, city, state, and country. Any additional information is optional.
  - c. Everything you say will be part of the public record.
3. State your position – supporting or opposing, and say how you think the agency should proceed. Include specific information about how the reg. would help or harm your business. For example, would it require retraining of staff, more staff hours, or other potential expenses?
4. Consider ALL the potential consequences of the new rule.
  - a. Do you envision any unintended consequences that the agency should consider?
  - b. If you think that the costs of the change would outweigh the potential benefits, explain why.
5. Suggest alternatives.