

# CRS Report for Congress

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## **“Dear Colleague” Letters: A Brief Overview**

R. Eric Petersen  
Analyst in American National Government  
Government and Finance Division

### **Summary**

“Dear Colleague” letters are official correspondence distributed in bulk to Members in both chambers. Primarily, they are used by one or more Members to persuade others to cosponsor or oppose a bill (generally, prior to introduction). Dear Colleague letters might also inform Members of an event connected with congressional business, of new or modified House procedures, or of some other matter. The use of the phrase “‘Dear Colleague’ letter” to refer to a widely distributed letter among Members dates at least to the start of the 20<sup>th</sup> century. New technologies and expanded use of the Internet have increased the speed and facilitated the process of preparing Dear Colleague letters. This report will be updated as events warrant.

### **Purpose**

“Dear Colleague” letters are official correspondence distributed in bulk to colleagues of a Member, committees, officers of the two chambers, and congressional staff organizations.<sup>1</sup> They are circulated in paper form through internal mail, distributed on the chamber floors, or sent in electronic form via the Mailing Services websites in the House and Member websites in the Senate.<sup>2</sup>

Dear Colleague letters are primarily used to encourage others to cosponsor or oppose a bill. Additionally, they are used to inform colleagues of events connected with congressional business and to set or modify procedures of the House. The Committee on House Administration, for example, routinely circulates Dear Colleague letters to

<sup>1</sup> U.S. Congress, House, Office of the Chief Administrative Officer, *HouseSmart: Reference Guide to Information and Services*, 108<sup>th</sup> Cong., 2<sup>nd</sup> sess. (Washington:2004), p. 25.

<sup>2</sup> Internal mail circulation is accomplished through the House Postal Operations Office or the Senate Printing Graphics and Direct Mail Division in the Senate. Electronic distribution of House Dear Colleague letters is available through the Mailing Services section of HouseNet, the House’s intranet site at [<http://housenet.house.gov>], visited Jan. 5, 2005. HouseNet is available only to Representatives and House staff.

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