

FORM
LETTERS
FOR

MELANNE

VERVEER

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

Invitations to HRC

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

Thank you very much for your letter and invitation to the First Lady to <speaking/attend/visit/deliver the keynote address> to <organization/group name> on <date>.

We have forwarded your request to Patti Solis-Doyle, Director of Scheduling for the First Lady, and she will be in touch with you.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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**Thank you -
Information / Gift**

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

Thank you for your letter and information on .

I have passed the information along to <person/office name> and we <congratulate/thank/applaud/appreciate> your <efforts/important work> you are doing.

Best wishes in all you do.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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Photographs

Divider Title: _____

Date

Ambassador <Last Name>
Embassy of <Country>
Address
Washington, DC Zip

Dear Ambassador <Last Name>:

Enclosed are photographs of Mrs. Clinton taken with
<person/group name/organization> on <date>.

We would be grateful if you could forward the
photographs, with Mrs. Clinton's compliments.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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Invitations to Chelsea

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

Thank you very much for your thoughtful letter and invitation to Chelsea Clinton to <address/visit/attend/speak> (to) the <group/place/organization/event name> on <date>.

Regrettably, Chelsea will be unable to accept your kind invitation, but best wishes for a successful event.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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**Resumes -
First Lady's Office**

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

I received your letter and a copy of your resume. Unfortunately, there are no positions available in the First Lady's Office at this time but I have forwarded your resume to the Office of Presidential Personnel in hopes that an interesting opportunity will become possible.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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**Resumes -
EOP/ Admbassadorships**

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

I received your letter and the materials on your interest in <type of position>. I have forwarded your materials to the office of Presidential Personnel and am confident that you will be given full consideration.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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**Thank you -
good wishes to MV**

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

Thank you very much for your thoughtful letter and good wishes. It was so wonderful to hear from you.

Thanks for writing and for your friendship.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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Honorary Chair

Divider Title: _____

Date

Name

Title

Company/Organization

Address

City, State, Zip

Dear Name:

Thank you for your letter and invitation to the First Lady to serve as Honorary Chair of <event name/organization> on <date>. I have forwarded your letter to Ann Stock, Social Secretary, and she will be in touch with you.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

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