

From: OPM-PLR [<mailto:PLR@opm.gov>]

Subject: Sample Letters Attached for Furloughed Employees' Creditors

Good afternoon,

OPM has prepared sample letters to creditors, mortgage companies and landlords for use by employees that need to make payment arrangements due to the lapse of appropriations. Please see attached. This afternoon, we provided these sample letters to agency chief human capital officers and HR directors to make available to employees. These letters are also available on OPM's webpage at:

<http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/sample-letters-for-creditors-mortgage-companies-and-landlords.doc>

OPM's Partnership and Labor Relations