

Letters recommended by the Center for Constitutional Rights and the National Lawyers Guild:

2) Your reponse to an OFAC Letter of "Pre-Penalty Notice"

[DATE]

R. Richard Newcomb, Director
Office of Foreign Assets Control
US Department of the Treasury
1500 Pennsylvania Avenue, N.W.
Washington, D.C. 20220

Re: Pre-penalty Notices to [INSERT YOUR NAME], FAC No.
[INSERT "CU" NUMBER FROM LETTER RECEIVED]
CU-
FROM OFAC]

Dear Mr. Newcomb:

This letter is in response to the above-referenced "Pre-penalty Notice" dated [INSERT DATE OF PREPENALTY NOTICE], which was received on [INSERT DATE NOTICE RECEIVED].

I deny each and every allegation in the pre-penalty notice and request an agency hearing in Washington, D.C. with respect to the imposition of any penalty. In connection with our above hearing request, I submit the following ^{is the} pre-hearing discovery request:

1. All documents in your files pertaining to this matter, including, but not necessarily limited to: Any records or evidence of the allegations made in the prepenalty notice;

2. Any correspondence or communications received from members of Congress within the past year which are related to OFAC's enforcement of regulations pertaining to Cuba and OFAC's response to said correspondence or communications;

3. A summary of penalties assessed and/or collected from Cuban Americans in the past five years for violation of the regulations limiting such persons to one family emergency trip to Cuba per year; and

4. A summary of penalties collected from persons subject to OFAC regulations pertaining to Cuba other than Cuban-Americans in last five years.

This discovery request is ongoing, and will be supplemented from time to time as needed.

Sincerely,

(Signed) _____