

**Facsimile – Formal Letter Requesting
Voluntary Repayment of Title XII Advances**

**The Honorable Elaine L. Chao (or current Secretary)
Secretary of Labor
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
Attention: Grace A. Kilbane (or current OWS Administrator)
Room S4231**

Dear Secretary Chao:

In accordance with the provisions of Section 1202 (a) of the Social Security Act, I hereby request the transfer of \$ _____ from the account of the State of _____ in the Unemployment Trust Fund to the Federal unemployment account, to be effective on _____.

This requested transfer of funds represents voluntary repayment (in full or partial repayment) of repayable Title XII advances made to the State of _____ during the period _____.

Sincerely,

**GRACE A. KILBANE
Administrator
Office of Workforce Security**