



1 ①

2

3

4

DEPARTMENT OF THE NAVY ②
 NAME OF ACTIVITY
 ADDRESS
 CITY, STATE ZIP + 4

1 %

2

SSIC
 Code/Serial
 Date

} ③

1 %

2

From:**Title of activity head, name of activity, location when needed ④

To: *****Title of activity, name of activity, location when needed (Code)

Via: ***** (1)*Title of activity head, name of activity, location when needed (Code) } ⑤

***** (2)*Pattern of (1) repeated for next endorser

1 %

1

Subj:**NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED ⑥

1

2

Ref:** (a)*Communication or document that gears directly on the subject at hand } ⑦

1 %

2

Encl:** (1)*Title of material enclosed with letter } ⑧

***** (2)*Title of material separately (sep cover) ← 1" →

1 %

2

1.**This example shows the first page of a two page standard letter. We have used many of the elements that might appear on a standard letter. Mention reference (a) and enclosures (1) and (2) in the text. ⑨

1 %

2

2.**Start the "From:" line on the second line below the date line. The date may be typed or stamped.

1 %

2

3.**Arrange paragraphs as shown in figure 2-7 on page 56.

1 %

2

****a.**Don't start a paragraph at the bottom of the page unless you can carry at least two lines over to the next page.

1 %

2

****b.**Don't number the first page; number only second and later pages.

1 %

2

****c.**Other full-page examples in this chapter and later ones show the spacing to use for correspondence that variously omits "Via;" "Ref;" and "End;" lines.

Note:

- AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.
- % A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

↑ ⑩
 Minimum
 of 1"
 ↓

Naval Correspondence Quick Reference Guide

**United States. Bureau of Naval
Personnel**



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