

95

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

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From: "Title of activity head, name of activity, location when needed To: *****Title of activity, name of activity, location when needed (Code) Via: *****(1)*Title of activity head, name of activity, location when needed (Code)

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

1

Subi: "NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED (6)

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

Encl:**(1)*Title of material enclosed with letter *******(2)*Title of material separately (sep cover)

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.

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

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

****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. 96

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

----c. --Other full-page examples in this chapter and later ones show the spacing to use for correspondence that variously omits "Via:." "Ret.," and "Encl:" lines.

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

> Minimum of 1"

1

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1212

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Arturo Cuomo

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