

MARCH 2010



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

SSIC
 Code/Serial #
 Date

%

From:**Activity head, name of activity, location when
 *****needed

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

Via:***(1)*Title, name of activity (Code), location
 *****when needed
 *****(2)*Same as Via (1) above

%

Subj:**NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED
 *****AND NO PUNCTUATION

%

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

%

Encl:**(1)*Title of Material - enclosed with letter
 *****(2)*Title of Material (sep cover) - not
 *****enclosed with letter

%

1.**This example shows the first page of a two-page
 standard letter. Included are many of the elements that
 might appear on a standard letter.

%

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 7-8.

%

****a.**Do not start a paragraph at the bottom of the page
 unless at least two lines of text will remain on that page
 and at least two lines of text will carry over to the next
 page.

%

****b.**Do not number the first page, number only
 succeeding pages.

* - Space
 % - Hard Return

FIGURE 7-1. STANDARD LETTER – FIRST PAGE

Subj:**REPEAT THE SUBJECT EXACTLY AS IT IS WRITTEN ON
 *****THE FIRST PAGE OF THE LETTER

%

***c.**The second and succeeding pages of a standard
 letter look like this:

%

***** (1)*Start typing on the sixth line (1-inch top
 margin). Repeat the subject line.

%

***** (2)*Continue the text on the second line below the
 subject line.

%

4.**"Copy to" addressees appear on all copies. "Blind
 copy to" addressees, as well as the identity of the writer
 and typist, appear on internal copies only.

5.**A standard letter uses no complimentary close.

%

%

%

NAME OF SIGNER

By direction

%

Copy to:

SNDL number and/or short title of information addressee

SNDL number and/or short title of 2nd information addressee

%

Blind copy to:

List blind copy addressees

* - Space
% - Hard Return