**Place on “SECRETARY OF WAR” Letterhead**

## **(Use 12 point Times New Roman)**

Top line of letter should be 1.75 inches from top of paper

Mr./Ms./Title Fname MI. Lname

Address Line 1

Address Line 2

City, ST Zip+4

Indent first line of a paragraph ½ inch

Left and right margins should be 1 inch

Mr./Ms./Title Lname:

Use letters for correspondence with individuals outside of the U.S. Government and for officials of other Federal Agencies. Use Secretary of War letterhead and plain bond paper for the second and succeeding pages. If letter is a dual-signature letter, do not use letterhead, use plain bond paper. Set a 1.75-inch top margin and one-inch side and bottom margins for the first page. For succeeding pages, use one-inch margins on all sides. Use 12-point Times New Roman font.

Single space paragraphs and indent paragraphs one half inch from the left margin. Single space the body of the letter if more than two paragraphs long regardless of how many lines. Double space the body of the letter if it is fewer than 9 lines and consists of a single paragraph.Double space between paragraphs.

* Use bullets, numbers, or lower-case letters for subparagraphs.
* Double space between subparagraphs and indent them an additional one half inch.

Begin a paragraph near the end of a page when you have room for a least two lines for

that page, and only carry a paragraph over to the next page if you have at least two lines on that page.

Do not include a signature block on letters that the Secretary or Deputy shall sign.

Sincerely, (begin at center of page, 1 blank

line from last line of text)

(No signature block; leave 5 blank lines for signature)

Enclosure(s):

(Title of enclosure or “As stated”)

(1 blank line below enclosure or signature block)

cc:

Mr./Ms./Title Full Name

Office