

**[Office of the Secretary Letterhead (see Figure A-13)
and printed on yellow ladder letterhead (see Figure A-28)]**

Mr. Carl V. Sloan
82 Park Street
Buffalo, New York 14201

Dear Mr. Sloan:

This is an example of a letter for the signature of the Assistant Secretary for Water and Science (AS/WS).

The same general instructions used to prepare letters for the Director's signature are followed.

Do not use the "In Reply Refer To:" line on letters for AS/WS signature.

Use "Office of the Secretary" letterhead.

Sincerely,

(Name)
Assistant Secretary
for Water and Science

(Type on file copies only)

cc: Sec Surname (Yellow ladder letterhead with copy of incoming and enclosure)
ES (White letterhead - xerox, with copy of incoming and enclosure)
AS/WS (White letterhead - xerox, with copy of incoming and enclosure)
Director's File - MS 114 (White letterhead - xerox with copy of incoming and enclosure)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and enclosure)
Official File - MS xxx (Letterhead - xerox with copy of incoming and enclosure)

USGS:Geology:KTSmith:cls:6/12/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-28
SECRETARY SURNAME (YELLOW LADDER LETTERHEAD)**