

[Office of the Director Letterhead (see Figure A-13)]

In Reply Refer To:
Mail Stop xxx
#2001xxxx

Mr. Charles A. Black
4739 Hastence Park
Woodside, California 90345

Dear Mr. Black:

We have prepared this letter on U.S. Geological Survey letterhead as an example of the format of a standard letter.

All letters are typed single-spaced and double-spaced between paragraphs.

Use the pronouns "we" and "our," not "I" and "my."

Occasionally, it is desirable to let the recipient of a letter know that an information copy of the letter sent him has been sent to another individual. This is usually mentioned in the letter. However, if it has not been mentioned in the body of the letter, a notation should be made on the original, flush with the left margin, two lines below the signer's title (or two lines below the enclosure notation).

The side margins should be equal and at least 1-inch wide. Wider margins are acceptable depending upon the length of the letter. Do not number the first page; on succeeding pages, the page number is typed seven lines from the top of the page, flush with the right margin. The name of the addressee as it appears on the first line of the inside address is typed on the same line as the page number, flush with the left margin. Begin the text on line nine.

Accompanying material is indicated by the word "Enclosure" typed two lines below the signature block in letters, flush with the left margin. When there is more than one enclosure and they are identified in the text indicate the number of enclosures as "3 Enclosures." If any of the enclosures are not identified in the text, describe each below the word "Enclosure(s)" - do not indicate the number before "Enclosure(s)" - just list them.

The Director's File, the Director's Chron, and the originating office Official File copies are surnamed and dated, in ink, in the upper right corner. Initials are not acceptable for surnames.

Mr. Charles A. Black

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For correspondence prepared for Deputy Director/Director signature, an electronic folder will be created in the Correspondence Management System and the correspondence will be routed electronically for surname/signature.

Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Also, do not continue a paragraph to the following page unless at least two lines can be carried over to that page.

Sincerely,

(name)
Director

Enclosures
USGS Press Release
Letter from Treasury Department
Time Magazine Article

Copy to: Mr. John Jones

(Type on file copies only)

cc: Director's File - MS 114 (White letterhead - xerox with copy of incoming and enclosures)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and enclosures)
Official File - MS xxx (Letterhead - xerox with copy of incoming and enclosures)
Other File copies (as appropriate)

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

FIGURE A-6
STANDARD LETTER (2nd page)