LETTERHEAD

*(used only by CO or those signing By direction on CO’s behalf;*

*if not “from” CO, use plain paper without letterhead)*

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 DD Mmm YY

From: Commanding Officer, Naval Support Activity Monterey

To: Here B. Recipient, Organization

Via: (1) Here B. Intermediary, Organization *(if needed for intermediary endorsement)*

 (2) Number “via” recipients if more than 1; do not number if only 1

Subj: LIMIT TO TWO LINES ALL CAPS NO ACRONYMS NO ABBREVIATIONS NO

 PUNCTUATION *(REPEAT SUBJECT LINE AT TOP OF SUBSEQUENT PAGES)*

Ref: (a) List as needed, or remove this line; must be referenced in the letter in order listed here

 (b) Include references/excerpts in routing package if they will inform the CO’s decision

Encl: (1) List as needed, or remove this line; number all enclosures here, even if just 1

 (2) Must be referenced in the letter in order listed here

1. Left and right margins are always set at 1 inch. Times New Roman 12 pitch font is preferred for Navy correspondence. Single spacing between lines. Double spacing between paragraphs/subparagraphs. Send editable electronic copy to Admin for formatting/editing.

 a. Indented ¼ inch.

 b. Indented ¼ inch. If there is an a, there should be a b.

 (1) Indented ½ inch.

 (2) Indented ½ inch. If there is a (1), there should be a (2).

 (a) Indented ¾ inch.

 (b) Indented ¾ inch. If there is an (a), there should be a (b).

 1. Indented 1 inch.

 2. Indented 1 inch. If there is a 1, there should be a 2.

2. This is the second page of this letter.

3. For proper alignment, click on ruler across the top in Microsoft Word to set “soft” tab stops at ¼, ½, ¾, 1, 1 ¼ inches, etc. Default tab stops set at 0.25” for each successive indentation. Number pages 2 and up centered ½ inch from the bottom (including main letter and enclosures).

4. Do not use automatic formatting, bulleting, or “hard” stops that change page margins. If copying from another document, select “keep text only” option to maintain proper formatting.

5. Break out acronyms on first use, then use the acronym the rest of the letter.

 I. M. COMMANDING

Copy to: *(List here, as needed; keep to the minimum number necessary)*

Command Admin (N1/N04C) Programs Integrator (N5) CNRSW Chief of Staff

Operations (N3) Information Technology (N6) Tenant Commands

Public Works (N4) QOL Director (N9) NAVSUPPACT ANYWHERE