



Standard Letter Format

The letter format is used for communications addressed to an individual or organization outside of NOAA or DOC. It can also be used internally for letters of appreciation, etc.

(date stamp when signed)

The Honorable (Name)
House of Representatives
Washington, DC 20515-6210

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Dear Representative (last name):

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Begin the first paragraph of each letter with "Thank you for your letter." followed by a brief description of the subject of the incoming letter.

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(b)(5)

Double space between paragraphs. Only the first and last paragraphs may contain one sentence. All other paragraphs must be more than one sentence.

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All letters are to be centered on the page using a standard 1" margin. Do not justify the right margin. Times New Roman font with 12-pitch print style is recommended on all correspondence.

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(b)(5)

Sincerely, (3.5" from left)

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4

Name

Title, if not imprinted on letterhead

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Enclosure (never "attachment")

Courtesy Copies: The use of "cc" is discouraged on letters addressed outside of DOC. See your controlled correspondence analyst for guidance specific to your situation. Suite/room numbers do not appear on the letter, only the envelope.

