



**United States Department of Agriculture**  
Research, Education and Economics  
Agricultural Research Service

July 20, 2006

**Sample**

**SUBJECT:** Format for ARS Informal Letters

**TO:** Jane A. Doe, Director, NCGRP

**FROM:** A.W. Jones, Soil Scientist, NCGRP

This memo shows the format for preparing informal letters throughout Agricultural Research Service (ARS). The left and right margins should be 1-inch. Do not justify in letters.

The following are features of the informal letter:

- a. Most elements are blocked along the left margins.
- b. It features the use of the "SUBJECT:", "TO:", and "FROM:" lines and the absence of a salutation and complimentary close.

When material accompanies a letter, identify it in the text or in the bottom notation as an enclosure, not as an attachment. When an enclosure is identified in the text, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's title. For more than one enclosure, use the plural form and indicate the number of enclosures. When an enclosure is not identified in the text, follow the example below identifying the enclosure.

The "cc:" notation is typed flush with the left margin, two lines below the last line of the signature element or the enclosure or separate cover listing. Below the "cc:" notation, list the name and office abbreviation or company name of the "cc:" addressee. Line "cc:" addressee's one below the other. Mark or highlight each copy for the respective "cc" addressee.

Enclosure:  
ARS Correspondence Manual

cc:  
D. Jones, NPS  
J. Smith, HRD

