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 NAME OF ACTIVITY  
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2

SSIC  
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} ③

1 %

2 From:\*\*Title of activity head, name of activity, location when needed ④

To: \*\*\*\*\*Title of activity, name of activity, location when needed (Code)

Via: \*\*\*\*\* (1)\*Title of activity head, name of activity, location when needed (Code) } ⑤

\*\*\*\*\* (2)\*Pattern of (1) repeated for next endorser

1 %

1\* → Subj:\*\*NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED ⑥

1 %

2 Ref:\*\* (a)\*Communication or document that gears directly on the subject at hand } ⑦

1 %

2 Encl:\*\* (1)\*Title of material enclosed with letter } ⑧

\*\*\*\*\* (2)\*Title of material separately (sep cover) ← 1" →

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2 1.\*\*This example shows the first page of a two page standard letter. We have used many of the elements that might appear on a standard letter. Mention reference (a) and enclosures (1) and (2) in the text. ⑨

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2 2.\*\*Start the "From:" line on the second line below the date line. The date may be typed or stamped.

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2 3.\*\*Arrange paragraphs as shown in figure 2-7 on page 56.

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2 \*\*\*\*a.\*\*Don't start a paragraph at the bottom of the page unless you can carry at least two lines over to the next page.

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2 \*\*\*\*b.\*\*Don't number the first page; number only second and later pages.

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2 \*\*\*\*c.\*\*Other full-page examples in this chapter and later ones show the spacing to use for correspondence that variously omits "Via;" "Ref;" and "End;" lines.

**Note:**

- AN ASTERISK (\*) INDICATES A SINGLE BLANK SPACE.
- % A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

↑ ⑩  
 Minimum  
 of 1"  
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# Naval Correspondence Quick Reference Guide

**JL Elias**



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