First MI. Last

Title if applicable

Street Address

City State Zip

Dear [Name]:

Adjust margins so the letter is framed on the page.

Type dates in civilian style and center two lines below the last of the letterhead.

Because there is no set number of lines between the seal and the first line of the address, evenly space the letter on the page. (The general rule is five line when the letter is two or more pages.)

Do not use abbreviations in the signature block.

Single-space the body of a letter with double spacing between paragraphs.

Type the salutation on the second line below the last line of the address. Type the first line of the text of the letter on the second line below the salutation.

Indent paragraphs ¼ inch. Do not number or letter paragraphs. Avoid subparagraphs when possible; but if they are necessary, do not create more than four.

1. Use letters of the alphabet (a, b, c, d) to indicate subparagraphs.
2. Indent subparagraphs ¼ inch.

If only one subparagraph is used, indicate that subparagraph by a hyphen as shown below.

- Use this as an example of how to indent when there is only one subparagraph. If the subparagraph has more than one sentence, continue the second line flush with the left margin.

When more than one page is required, numbering will begin on the second page with the number 2. Center 1 inch from the top edge of the paper; place a hyphen on each side of the page number. A minimum of two lines of text on the second page. Leave at least a 1-inch margin at the left, right, and bottom of multiple-page letters.

Start the first line of text on the fifth line below the page number, keeping the margins the same as the preceding page(s).

Start the closing on the second line below the last line of the letter. Begin at the center of the page.

Signature blocks will be in uppercase and lowercase. Do not use abbreviations, except those authorized in paragraph 3-6(3)(a) of this regulation. Military personnel will use “U.S. Army” following their grade. Branch designations and “General Staff” have no meaning to the general public.

Do not use a title whenever the Secretary of the Army signs on his or her official letterhead.

Digital signatures will not be used on letters.

Type the word “Enclosure” at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. Fully identify enclosures in the text. When there is more than one enclosure, use the plural form “Enclosures.”

Sincerely,

Name (Upper/Lower case)

Choose an item., U.S. Army

POSITION

Enclosure