

## **EMCBC Letter Format (used for External Correspondence)**

All Letters will be typed using Times New Roman, 12 Font

### **INSIDE ADDRESS**

Samples of Inside Address (Must start with a title, such as Mr., Ms., or Dr.)

Ms. Nancy R. Doe  
President and Chief Executive Officer  
Kazer-Hope Company, L.L.C.  
1000 Union Blvd.  
Golden, CO 80403-8200

Mr. John G. Smith, Site Manager  
1234 Company  
1075 Monmouth Road  
Miamisburg, OH 45121

If the letter is going to more than one individual, a letter will be created for each addressee.

### **LETTER NUMBER**

The EMCBC Letter Number is located to the far right of the top line of the inside address. Example: EMCBC-00XXX-16. This number is generated by the CCTS through the Administrative Assistant.

### **SALUTATION**

Make sure that the GENDER is correct: for example Dear Sir or Mr. and Dear Madam or Ms. If the gender is uncertain use Dear Sir or Madam.

### **SUBJECT**

Every letter must have a subject. Do not put a period after the subject and there are no acronyms inside the subject line. **CAPITALIZE AND BOLD THE ENTIRE SUBJECT** (2 Returns)

### **REFERENCE**

Reference: (2 spaces) make sure that the reference agrees with the referenced document. If a copy of the referenced document is not included in the folder, go to the files and make a copy of the cover sheet of the referenced document and place in background section so the reference information can be verified as correct. When referencing a letter, use the word Letter. When referencing a memorandum, use the word Memorandum. There is no period at the end of the reference line.

Reference: Letter (OH Number/WVDP Number/Rocky Flats Number, etc.),  
N. R. Doe to J. R. Walker, "Subject of Letter," dated January 3, 2015

References: 1) Memorandum EMCBC-00361-13, J. R. Walker to J. F. Brown, "Report  
Tracking System," dated December 20, 2015  
(Note: Most recent reference first)

2) Letter OH-0043-05, J. G. Smith to J. R. Walker, "Report Tracking  
System," dated November 12, 2015

Note:

- A. If more than one person signed the referenced letter, make sure they are listed.
- B. Make sure you check for reference (singular) or references (plural).
- C. Make sure you reference the subject of a letter or memorandum exactly, exception - do not type the subject in ALL CAPS.
- D. Refer to people in a reference with first initial, middle initial and last name spelled out. If the information is not provided, find it from another source. If you cannot find the middle initial, then use first initial and last name spelled out. Use two spaces after REFERENCE.

## **BODY OF LETTER**

Fit body of letter on one page, if possible. The body of the text may be made to fit by changing the top margin to 1.75" and the bottom margin to 0.3" if necessary, and the letterhead template is used. If a paragraph must be split at the end of a page, make sure that there are at least three lines of text at the bottom of the page and at least two lines of text at the top of the next page. Check ends of lines to make sure that there are no broken items left hanging (for example: two/days, five/drums, Mr./Smith, or August/24, 2016).

## **CLOSING STATEMENT FOR EVERY LETTER**

Please contact (name of individual) at 513-246-XXXX, if further information on this matter is needed.

## **CLOSURE/SIGNATURE AUTHORITY**

"Sincerely" closure is two returns after body of letter, located at 3.5 from the left of page. Follow sincerely with 4 hard returns. This will provide 3 spaces for the author to sign the letter.

Signature Block:	Tamara Miles Assistant Director Office of Contracting	Ralph E. Holland Director	Jeffrey K. Grimes Deputy Director
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- All correspondence to Site Managers will be signed by EMCBC Assistant Directors or the EMCBC Director.
- Contracting Officers have authority to continue to send letters to Contractors. Add EMCBC Director/Deputy Director as a carbon copy (cc).

It is the responsibility of each Assistant Director to ensure that the above requirements are met.

**ENCLOSURE(S) are for Letters – (ATTACHMENT(S) are for Memos)**

Check for Enclosure (singular) or Enclosures (plural). Make sure enclosure(s) agree with what is being enclosed. Examples:

Enclosure: Table of Records

Enclosures: 1. Table of Records  
2. Map to Cincinnati

Enclosures: A, B, and C or Enclosures: A-C

Enclosure: As Stated

Letters must say enclosure(s) throughout. If the body of a letter mentions an enclosure, make sure it is listed at the bottom of the letter and the cc's also indicate whether the correspondence has been sent with ("w/encl.") or without ("w/o enc.") the enclosure.

If there is a long list of enclosures that must be put on page 2, list on page 1 the enclosures as follows:

Enclosures: See Page 2

**CARBON COPIES ("cc")**

cc: In this order: DOE-HQ, EMCBC, EMCBC-Denver, NRC, etc., (all in ABC order for each group). Always start with the EMCBC Director then Assistant Directors after individuals from HQ's. Name individuals as:

John Smith, DOE-HQ, EM-32  
Jack Walker, EMCBC  
Ralph Holland, EMCBC  
Dave Jones, EMCBC-Denver

Make sure to check for enclosure:

cc w/enclosure: or w/o enclosure:

Cindy Dobb, EMCBC

Donna Taylor, BNL

John Russell, WVDP

cc electronic w/enclosure: or w/o enclosure:

Kim Jonas, EMCBC

**cc: See Page 2**

Mr. Robert Dean

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EMCBC-00002-14

cc:

John Smith, DOE-HQ, EM-32

Jack Walker, EMCBC

Denise Waters, ANL

**CONTINUATION PAGES (1" Top/Bottom; Left/right Margins)**

Continuation pages: Names of address(s) (flush-left, exactly as it was written on the front of the letter with Mr. or Ms. or Messrs), page number centered, letter number right justified. Example: See cc: Page 2 above.

**All outgoing correspondence will be filed in department records area. All letters signed by R. Holland or K. Grimes will be filed in the Office of the Director's Records Area.**

Letter Head

Mr. Adam Smith, President  
XYZ Company  
P.O. Box 1234  
Cincinnati, OH 45253-8704 (2 returns)

EMCBC-00002-16

Dear Mr. Smith: (2 returns)

**FISCAL YEAR FINANCIAL PLAN FOR XYZ COMPANY, MAY 2008** (2 returns)

Start body of letter.

Closing statement for every letter should read: Please contact name of individual at 513-246-XXXX, if further information on this matter is needed.

Sincerely, (3 returns)

Start signature block at 3.5

Name of Signature

Title

Office of ...

Enclosure: If any

(Options for cc's)

cc w/enclosure: or w/o enclosure:

Cindy Dobb, EMCBC

Donna Watters, ANL

John Russ, FCP

cc electronic w/enclosure: or w/o enclosure:

Kim Jonas, EMCBC