

		1	①		
		2			
		3			
		4	DEPARTMENT OF THE NAVY	②	
				NAME OF ACTIVITY	
				ADDRESS	
				CITY, STATE ZIP + 4	
1	%			SSIC	} ③
2				Coder/Serial Date	
1	%				} ④
2	From: (1) Title of activity head, name of activity, location when needed		④		
	To: (1) Title of activity, name of activity, location when needed (Code)				} ⑤
	Via: (1) Title of activity head, name of activity, location when needed (Code)				
	(2) Pattern of (1) repeated for next endorser				
1	%				} ⑥
1	Subj: (1) NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED				
1	%				} ⑦
2	Ref: (1) (2) Communication or document that bears directly on the subject at hand				
1	%				} ⑧
2	Enc: (1) Title of material enclosed with letter				
	(2) Title of material separately (sep. cover)				
1	%				} ⑨
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.				
1	%				} ⑩
2	2. Start the "From" line on the second line below the date line. The date may be typed or stamped.				
1	%				} ⑪
2	3. Arrange paragraphs as shown in figure 2-7 on page 58.				
1	%				} ⑫
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.				
1	%				} ⑬
2	****b. Don't number the first page, number only second and later pages.				
1	%				} ⑭
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 "Enc." lines.				
NOTE: AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE. % A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.					
Minimum of 1"					

- | | |
|-------------------------------------|-----------------------------|
| 1. Typewriter Lines | 6. Subject Line (page 38) |
| 2. Letterhead Format (page 11) | 7. Reference Line (page 38) |
| 3. Identification Symbols (page 33) | 8. Enclosure Line (page 42) |
| 4. From Line (page 36) | 9. Text (page 44) |
| 5. To & Via Lines (page 37) | 10. Margins (page 33) |

Figure 2-1. Standard Letter – First Page

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SJ Ball



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The Naval Institute Guide to Naval Writing, 4th Edition Christopher E Crane, Estate of Robert E Shenk, 2024-06-01
With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide

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