

|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------|----------------------|-----|---------------|
|                                                                                  |                                                                                                                                                                                                               | 1 | ①                      |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               | 2 |                        |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               | 3 |                        |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               | 4 | DEPARTMENT OF THE NAVY | ②                    |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | NAME OF ACTIVITY     |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | ADDRESS              |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | CITY, STATE ZIP + 4  |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 |                                                                                                                                                                                                               |   |                        | SSIC                 | } ③ |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        | Coder/Serial<br>Date |     |               |
| 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)                                                                                                                                       |   |                        |                      | } ⑤ |               |
|                                                                                                                                                                   | Via: *** (1) Title of activity head, name of activity, location when needed (Code)                                                                                                                            |   |                        |                      |     |               |
|                                                                                                                                                                   | ***** (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 bears directly on the subject at hand                                                                                                                             |   |                        |                      | } ⑦ |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | Enc: ** (1) Title of material enclosed with letter                                                                                                                                                            |   |                        |                      | } ⑧ |               |
|                                                                                                                                                                   | ***** (2) Title of material separately (sep. cover)                                                                                                                                                           |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 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                      |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | 2. **Start the "From" line on the second line below the date line. The date may be typed or stamped.                                                                                                          |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | 3. **Arrange paragraphs as shown in figure 2-7 on page 58.                                                                                                                                                    |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 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                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 2                                                                                                                                                                 | ****b.**Don't number the first page, number only second and later pages.                                                                                                                                      |   |                        |                      |     |               |
| 1                                                                                                                                                                 | %                                                                                                                                                                                                             |   |                        |                      |     |               |
| 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.                                              |   |                        |                      |     |               |
| <p>.....</p> <p><b>NOTE:</b></p> <p>* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.</p> <p>% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.</p> <p>.....</p> |                                                                                                                                                                                                               |   |                        |                      |     |               |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     | ⑩             |
|                                                                                                                                                                   |                                                                                                                                                                                                               |   |                        |                      |     | 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

# Usmc Correspondence Manual 201

**United States. Marine Corps**



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## **Table of Contents Usmc Correspondence Manual 201**

1. Understanding the eBook Usmc Correspondence Manual 201
  - The Rise of Digital Reading Usmc Correspondence Manual 201
  - Advantages of eBooks Over Traditional Books
2. Identifying Usmc Correspondence Manual 201
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Usmc Correspondence Manual 201
  - User-Friendly Interface
4. Exploring eBook Recommendations from Usmc Correspondence Manual 201

- Personalized Recommendations
- Usmc Correspondence Manual 201 User Reviews and Ratings
- Usmc Correspondence Manual 201 and Bestseller Lists
- 5. Accessing Usmc Correspondence Manual 201 Free and Paid eBooks
  - Usmc Correspondence Manual 201 Public Domain eBooks
  - Usmc Correspondence Manual 201 eBook Subscription Services
  - Usmc Correspondence Manual 201 Budget-Friendly Options
- 6. Navigating Usmc Correspondence Manual 201 eBook Formats
  - ePub, PDF, MOBI, and More
  - Usmc Correspondence Manual 201 Compatibility with Devices
  - Usmc Correspondence Manual 201 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Usmc Correspondence Manual 201
  - Highlighting and Note-Taking Usmc Correspondence Manual 201
  - Interactive Elements Usmc Correspondence Manual 201
- 8. Staying Engaged with Usmc Correspondence Manual 201
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Usmc Correspondence Manual 201
- 9. Balancing eBooks and Physical Books Usmc Correspondence Manual 201
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Usmc Correspondence Manual 201
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Usmc Correspondence Manual 201
  - Setting Reading Goals Usmc Correspondence Manual 201
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Usmc Correspondence Manual 201

- Fact-Checking eBook Content of Usmc Correspondence Manual 201
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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