DOCUMENT FORMATS

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Font
Use Arial 12-point font for the body of the letter or memorandum and Arial 9-point for reference initials, enclosures and copy notations.

Correspondence To Other Governmental Agencies And The Public:
1. In general, all such correspondence should be prepared on letterhead. A Microsoft Word template of the City letterhead with the current names of officials is available on the Bureau of Engineering Intranet Forms Library Application *[http://boedata.eng.ci.la.ca.us/forms/index.htm]*

2. The Modified-Block Style-Standard Format Letterhead *[Figure 1]* is the standard style for the City Engineer letterhead. For continuation pages see *[Figure 1a]*.

Correspondence Directly To City Elected Officials:
1. Correspondence addressed directly to a City elected official (Mayor; Member of Council; City Attorney; City Controller) shall be prepared on letterhead *[Figure 2]*.

2. Correspondence addressed to a City official, which, <u>by direction</u>, is to be done in a non-letterhead form, or format should be done as directed.

3. Items which are official forms or documents and do not require a transmittal, may be sent in those forms. Examples of these are certifying inventory records for the Controller or completing worker's compensation questionnaires for the City Attorney. Forms may be printed or computer generated.

4. Correspondence addressed directly to an individual in an office headed by an elected official may be sent on memorandum form (IDC) *[Figure 3]*. Be guided by the form used in the original request, or normally used by the individual.

Correspondence To All Other Departments:
Unless letterhead or specified form/format is required, all general correspondence sent to City departments, bureaus, or offices not headed by an elected official shall utilize the City's IDC (Interdepartmental Correspondence) *[Figure 4]*. (Inclusion of the address in the signature block is optional.)

Modified-Block Style-Standard Format Letterhead

CITY OF LOS ANGELES
CALIFORNIA

ANTONIO VILLARAIGOSA
MAYOR

DEPARTMENT OF
PUBLIC WORKS

BUREAU OF
ENGINEERING

GARY LEE MOORE, P.E.
CITY ENGINEER

1149 S. BROADWAY ST., SUITE 700
LOS ANGELES, CA 90015

http://eng.lacity.org

Date

November 3, 2008

Honorable Tom LaBonge
Councilmember
Room 480, City Hall

Attention: Carol Ramsay, Field Deputy

Opening

Dear Councilmember LaBonge:

OVERVIEW OF THE BUREAU OF ENGINEERING

Body

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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

1. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
3. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Sincerely,

Closing

Gary Lee Moore, P.E.
City Engineer

GLM/doc1:gva
Enclosure
cc: Mr. John Doe

Letterhead
Use Arial 12pt for all Letterhead correspondence.

Date Line: *Type the date two lines below the letterhead. The date is positioned in the center below the Mayor's name.*

Inside address: *Type (1) The name of the person to whom you are writing; (2) the street address or the post office box number; and (3) the city, state, and ZIP Code, or in the case of an elected City official, the City Hall address as shown in the example.*

Attention Line: *If you use an attention line, type it two lines below the inside address and two lines above the salutation. Use capital letters for the A in Attention. Do not abbreviate the Attention. Use a colon after Attention.*

Salutation: *Type the salutation on the second line below the inside address. (Note: The salutation is always used on Modified-Block Style letters).*

Subject Line: *If you use a subject line, type it between the salutation and the body of the letter, with 1 blank line above and below. Type the subject line in all-capital letters in bold. The subject line is customarily typed without underscoring.*

Message: *Type the text of the letter on the second line below the subject line, if used, or on the second line below the salutation. All paragraphs are typed single-spaced with no indentions and left justification; leave 1 blank line between paragraphs.*

Complimentary Closing: *Type the complimentary closing on the second line below the last line of the body of the letter. Start the closing at center.*

Signature Block: *Type the signer's name and title at the same point as the complimentary closing. Leave four blank spaces between the complimentary closing and the first line of the typed signature block to allow for the written signature.*

Reference Initials: *Type the initials of the writer in caps at the left margin on the second line below the typed signature block. [Optional) Type the document name and typist initials in lower case following the initials of the writer. Use Arial 9pt font.*

Enclosure Notation: *Type the word Enclosure or Attachment (or an appropriate alternative) at the left margin, on the line below the reference initials. Use Arial 9pt font.*

Copy Notation: *Type cc: and list the names of those who will receive copies of the letter. Use Arial 9pt font.*

Figure 1

Continuation Pages: Use plain paper of the same quality as the letterhead (but never a letterhead) for all but the first page of a long letter. Use the same left and right margins that you used on the first page. Type the name of the addressee, the page number, and the date. Either of the following formats is acceptable in the modified-block letter style.

Honorable Tom LaBonge
Councilmember
Page 2
November 3, 2008

Or

Honorable Tom LaBonge   2   November 3, 2008
Councilmember