

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Directives – Issue Directive concerning Reports and Paperwork

Dear :

I have decided a fixed format is needed for reports and paperwork. Therefore, effective immediately, all reports and paperwork will have to conform to the following formats:

1. One inch margin all around
2. Name, Date, Subject in upper right corner of paper
3. Name and Page Number in Header
4. Papers should be stapled or clipped in upper left corner
5. All papers should be typed in Century Gothic and have 13 font
6. All papers should be typed on 100% recyclable paper

If there are any questions concerning this new format, please contact me.

Sincerely,

N A M E