

MEMORANDUM

June 13, 1995

To: John L. Smith
cc: Bob J. Jones

From: Noelle C. Gray

Subject: Correspondence Formats

The following are examples of the standard formats to be used by ARRB for outgoing, as well as, internal correspondence. There are three variations attached:

1. An internal memorandum
2. An outgoing memorandum
3. An outgoing letter.

It will greatly help the administrative staff if you would forward you correspondence to them already in the proper format. In addition, it will help to expedite your correspondence.

Gray e:\admin\format.wpd
File 12.3.2