

I think I mentioned you can get all those sample documents and my suggestions from my e drive.

I don't think I mentioned another item from the Government Manual: memoranda have attachments; letters have enclosures.

I gave you a note regarding Control space and Control hyphen, but I don't think I mentioned that a dash can be created by Control W 4,34. You can also use 2 hyphens, but the unbroken dash looks better. Also, there is no space either before or after the dash.