SSIC

ORG CODE

Date

Name

Address

City, State, Zip

Dear Name:

SUBJECT: PREPARATION OF A BUSINESS LETTER

For any questions regarding formatting of a business letter, refer to SECNAV M-5216.5 (Correspondence Manual) Chapter 11.

This word document if for convenience and consistency throughout the Combat Center.

If there are any questions please give the Adjutant’s office a call at 760 830-8689.

Sincerely,

I. M. BOSSHELPER

Deputy

Enclosures: 1. Sample Business Letter

2. SECNAVINST 5216.50

Separate Mailing: Secretarial Handbook

Copy to: G-1, Adjutant