

## Administrative Communications

### 201.1 CORRESPONDENCE

**Agency Content**

When correspondence is prepared, the writer shall sign the communication by inserting his/her signature, title, and unit under the formal closing.

Letters shall be written in a businesslike manner, and shall be brief and to the point. Under the signature, the initials of the person who the letter is written for are to be capitalized followed by the initials of the typist in small letters.

All outgoing correspondence will be processed through the postage meter in the department's mailroom.