UNM NROTC

Spring 2014

14 Jan 14

From: Midshipman 2/C Rhen A. Nathe, Naval ROTC Unit, University of New Mexico

# To: All Students, Naval ROTC Unit, University of New Mexico

Via: (1) Name/Rank of applicable person within the Chain of Command. If there is none, delete this line, if there is more than one, number them accordingly.

Subj: OFFICIAL NAVAL FORMAT

Ref: (a) Communication or document that bears directly on the subject at hand

 (b) SECNAV M-5216.5

Encl: (1) Title of Material – enclosed with letter

 (2) Title of Material (sep cover) – not enclosed with the letter

1. This example shows the first page of a two-page standard letter. Included are many of the elements that might appear on a standard letter.

2. Start the “From:” line on the second line below the date line. The date may be typed or stamped.

3. Number each paragraph. Two spaces between the number and the first sentence, and two spaces between each sentence thereafter.

a. For sub paragraphs, simply hit tab, lower case letter, and two spaces between the letter and the first sentence.

 b. Do not start a paragraph at the bottom of the page unless at least two lines of text will remain on that page and at least two lines of text will carry over to the next page.

Subj: REPEAT THE SUBJECT EXACTLY AS IT IS WRITTEN ON THE FIRST PAGE OF THE LETTER

 c. The second and succeeding pages of a standard letter look like this:

 (1) Start typing on the sixth line (1-inch top margin). Repeat the subject line

 (2) Continue the text on the second line below the subject line.

4. A standard letter uses no complimentary close.

R. A. NATHE