

(This is the area for an approval block on a copy.  
Using initials for the approval block only is  
acceptable due to space limitations). Example below

(1831 WORK)

<i>Name</i>	<i>Approval</i>	<i>Date</i>
TG Leader		
D Director		
AL Director		

# Battelle

*The Business of Innovation*

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Fax (509) 375-1234

Date

(The template will insert 4 returns)

Name of Recipient

Title

Company Name

Street Address

City, State, Zip Code

Dear Dr. Smith:

EXTERNAL CORRESPONDENCE (Subject line placed in all caps for DOE correspondence.)

Ref: (Use lower case. Include item referencing, company, date, and subject; if the subject of the letter is the same as the reference, state "subject as above.")

A Battelle letter template is available for MS Word. If you already have the PNNL templates installed in C:\Program Files\Microsoft Office\Templates\PNNL, then open the template for PNNL Letterhead by placing the cursor on "File" on the menu bar, click and slide the arrow down to "New," select the PNNL tab in the dialogue box that opens, then select (in this case) **PNNL\_Letter\_Template.dot**. Select the Battelle letterhead. Margins default to 1 inch and the default font/size is Garamond 12. Any questions and/or problems pertaining to the letter template should be directed to Infosource, Information Science and Engineering.

Make sure the placements of the date, headings, body of message, and closing make the letter appear well balanced. **Use full block style** (accepted Battelle style).

Print the second and succeeding pages on high-quality bond paper matching the weight and coloring of the letterhead. For Battelle letterhead, you may use the Battelle-printed second-page bond.

The second and succeeding pages will have the header already programmed to appear with the recipient's name, date, and page number. It should be consistent with the letter in font and size. An example is provided on the top of the second page of this letter.

Name of Recipient

Date

Page 2

Type the complimentary closing two spaces below the last line of the body of the letter. Use an appropriate closing such as "Very truly yours," or "Sincerely," as desired. Please use "Sincerely yours" as the closing for all correspondence that the Laboratory Director will sign.

Letters should always be signed before making photocopies for distribution.

Management may be required to approve correspondence prior to presentation for signature. Management review (i.e., approval block) is recommended for all external correspondence. Order of approvals within the approval block should be determined by organizational or business chain of command. Level 1 approval is required for all correspondence being signed by the Lab Director. Refer to the External Correspondence section of this subject area for additional information. The author should retain a signed-off copy for the file.

Note placement of the special handling notation at the top of the first page (the approval block).

Sincerely yours,  
(4 returns)

Name of Person Signing

Title

ABC/DEF/ghi

*Signer/ originator/ typist initials after the closing*

Enclosures/ Attachments (#)

*(If there is more than one, indicate the number)*

cc: Non-Battelle Staff  
Officer for PNNL

*(Generally cc: means copies to non-Battelle staff only. Name should appear First MI. Last and placed in alphabetical order by last name)*

bcc: Jane C. Doe  
Jack C. Jones  
File/LB

*[Note: Blind courtesy copy (bcc) distribution is not typed on the original letter, but only on internal copies or a separate page. The bcc page or list is also not provided to the intended recipient or to individuals on the cc list. It is acceptable to show internal distribution in this location or at the top of the first page of the letter on internal copies only.]*

*[Note: Send a copy to the Manager, External Relations for any correspondence to heads of other government agencies.]*