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# Pacific Northwest National Laboratory

Operated by Battelle for the  
U.S. Department of Energy

*(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*

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

February 1, 2004

*(The template will insert 4 returns)*

*(for letters to DOE-RL)*

*(for letters to PNSO)*

Name of Recipient  
Title

Richland Operations Office  
U.S. Department of Energy  
P.O. Box 550  
Richland, WA 99352

Name of Recipient  
Title

Pacific Northwest Site Office  
U.S. Department of Energy  
P.O. Box 350, K8-50  
Richland, WA 99352

Dear Dr. Smith:

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

Ref: Your letter to the Director, PNNL, dated \_\_\_\_\_ subject as above.

*(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 PNNL 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 PNNL 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.

The footer at the bottom of the first page of the letter should be consistent in font and size as the letter itself. 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.

902 Battelle Boulevard • P.O. Box 999 • Richland, WA 99352

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Telephone (XXX) 375-4321 • Email jane.smith@pnl.gov • Fax (XXX) 375-1234

Type the complimentary closing two spaces below the last line of the body of the letter. Use "Sincerely yours" as the closing for all correspondence to the Department of Energy and anything that the Laboratory Director will sign.

Always furnish an addressee at RL or PNSO with the original of the cover letter and all attachments. The recipient of the letter will have the Correspondent Control Clerk scan the letter and provide electronic copies to those listed on the RL or PNSO cc: list. Note that RL and PNSO do not provide copies to each other, so if you have a letter addressed to RL, but PNSO is on the cc: list, you will need to provide a hard copy to PNSO. Same with letters addressed to PNSO if you have RL on the cc: list.

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  
PNSO Operations

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

*(Current PNSO Operations Officer Terry L. Davis is copied  
on every letter sent to PNSO)*

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.]*