

## **APPENDIX B: Correspondence Preparation Checklist**

### **CORRESPONDENCE FORMAT**

- Have you used the proper font and point size? (Times New Roman font, 12-point)
- Is correspondence properly placed on page? (One inch margins all around, centered on the page for a letter, started 8 lines down from the top of the page for a memo)
- Have you spell-checked and proofread the correspondence? (See Frequent Correspondence Issues)

### **PACKAGING**

#### Front of folder:

- Do you have the right color folder?
- Do you have a fully completed Correspondence Control Sheet?
- Do you have all appropriate clearances?

#### Inside folder – left side:

- Have you attached the incoming material?
- Have you attached the background material? (Labeled Tab A, Tab B, etc.)
- Have you forwarded an electronic version of the response to EA? (File should contain all documents in folder)

#### Inside folder – right side:

- Do you have a signature-ready draft on plain paper?  
(Please ensure that you have a cover memo to the UNSEC from AA and if necessary, a cover memo from the UNSEC to the Secretary)
- Have you placed a “sign here” tab where signature is needed?
- Are the attachments/enclosures behind original letter/memo?
- Are the clearances stapled to the folder and labeled? (GCW, LAW, etc.)