

Date (Try to estimate when material
will reach Chancellors Office)

GARY MATTHEWS
Vice Chancellor-Resource Management & Planning
0057

SUBJECT: Intercampus Correspondence

Please make sure you have the **CORRECT STATIONARY** before beginning your memorandum. The Chancellor's stationary is available in Policy & Records Administration, 108 Uctr. **BLOCK** style and **FONT SIZE 12** in either Times New Roman or Arial is used when typing correspondence for the Chancellor. Prepare the original and one copy for the Chancellor's files with one copy of any attachment(s).

On INTERCAMPUS correspondence, you can choose whether to have a "Subject" or "Reference" line. Please note the address information. No SALUTATION or CLOSING is required on letters having more than two addresses; the titles and mail codes can be detected or the title can be incorporated with the name. For example, if this were addressed to several individuals, it could look like this:

VICE CHANCELLOR GARY MATTHEWS
VICE CHANCELLOR STEVE RELYEA
DIRECTOR PAULA JOHNSON

Or

ROSE APPLETON
KIM FARLEY
JANE MOORE

Please provide five spaces between With kind regards and Pradeep K. Khosla.

With kind regards,

Pradeep K. Khosla
Chancellor

Attachments

cc: P. Johnson

UNIVERSITY OF CALIFORNIA – (Letterhead for Interdepartmental use)