SENIOR VICE PRESIDENT JOSEPH MULLINIX
Office of the President
1111 Franklin Street, 12th Floor
Oakland, CA 94607

SUBJECT: Memoranda Addressed to Office of the President

Dear Joe:

Please make sure you have CORRECT STATIONERY before beginning your memorandum. The Chancellor’s stationery is available in Policy & Records Administration, 108 UCTR. BLOCK style and FONT 12 in either Times New Roman or Arial is used when typing correspondence for the Chancellor. DO NOT justify right margin. Prepare the original and one copy for the Chancellor’s files with one copy of the attachment(s).

EXTERNAL LETTERHEAD is used when corresponding with the Office of the President. All off-campus correspondence will be sent on external Letterhead, including other UC campuses. Please note the address information. A salutation is a matter of preference. However, if you use a SALUTATION you must have a CLOSING.

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

With kind regards,

Pradeep K. Khosla
Chancellor

Attachment(s)

cc: P. Johnson