



OFFICE OF THE CHANCELLOR

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Date (Try to estimate when
material will reach
Chancellor's Office)

The Honorable Jim Bates
Congressman from California
House of Representatives
Washington, D.C. 20515

Dear Congressman Bates:

Please make sure that you have the **CORRECT STATIONERY** before beginning the letter. The Chancellor's stationery is available in Administrative Records, 108 UCtr.; stationery for the Vice Chancellors and Director may be obtained from their respective offices. Prepare one copy for the Chancellor's files with one copy of any attachment(s).

BLOCK style and **FONT SIZE 12** in either Times New Roman or Arial is to be used when typing correspondence for the Chancellor. **DO NOT** justify right margin.

The **DATE** should be typed somewhere under the UC seal at least three spaces down from "La Jolla" regardless of the length of the letter. The space between the date and addressee information should be not less than two spaces and no more than twelve spaces, depending upon the length of the letter.

If a **SUBJECT LINE** is used, two spaces are to be left between the addressee information and the subject line. The word "**SUBJECT**" is to be typed in all caps. Leave two spaces after the subject line and begin the salutation. A **COLON** should be used after the salutation.

Begin the body of the letter two spaces down from the salutation. Make sure that the text of the letter is presented nicely on the page.

If you have any questions regarding these guidelines, please call Administrative Records 40103.

HONORABLE JIM BATES

Date of Letter

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When typing a **MULTI-PAGE LETTER**, begin the identifying information four spaces from the top and in the upper left hand corner of a plain white sheet of bond. The name of the addressee, the date of the letter on the next line and the word "Page" with the number of the page on the following line. Continue the body of the letter four spaces down from the "Page" line.

In closing, put kind regards on all letters. Please provide five spaces between “With kind regards” and Pradeep K. Khosla.

With kind regards,

Pradeep K. Khosla
Chancellor

Attachment

cc: Put list of cc's here