

## Signature Block

**Issue:** Not including enough lines between complimentary close and name or using “Sincerely yours,”

<b>Between . . .</b>	<b>Add . . .</b>
The end of the letter and the complimentary close	one blank line
The complimentary close and the signature block	four blank lines
	use “Sincerely yours,”
	signature block starts at the center of the page

*Note: If you have a letter in which this spacing forces an awkward page break, follow the rule that you do not leave less than 3 lines on a page or carryover less than 2 lines to the next page.*

## Spacing within Memos and Letters

**Issue:** Not using proper spacing

<b>If . . .</b>	<b>Then . . .</b>
you include an address	put two spaces between the state and the ZIP code
you refer to a Post Office Box	spaces are not used – e.g., P.O. Box
you refer to the United States	spaces are not used – e.g., U.S. Government
you refer to the District of Columbia	spaces are not used; period are not used – e.g., DC
you refer to the United States Code	spaces are not used – e.g., U.S.C.
you refer to the Code of Federal Regulations	spaces are not used – e.g., C.F.R.

*Note: In all correspondence, use two spaces between each sentence.*