



John C. Doe, M.D.  
Division of Health and Fitness  
National Defense University  
Building 12, Room 123  
Fort Lesley J. McNair  
Washington, D.C. 20319-6000

Dear Dr. Doe:

**Multipage letters.** In a letter of more than one page, do not start a paragraph near the bottom of a page unless you have room for at least the first two lines of the paragraph and the paragraph will continue for at least two more lines on the next page. Use plain white paper [not NIH or other letterhead] for the second and following pages of a letter.

**Headers.** Include a header, identifying the page number and addressee on the second page and any following pages of a multipage letter. Enter the header, as shown below, so that the person's name ends against the right margin. Please note that this format is different than that for multipage memos, but is in keeping with current Office of the Secretary, HHS, correspondence guidance.

Most word-processing software lets you set a header that will be repeated on all additional pages with the correct page number automatically inserted. By using a header setting, you can be sure the header will appear in the correct position on each page regardless of how the letter may be edited or rewritten.

John C. Doe, M.D.  
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Leave two blank lines between the header and the first line of the text on this page. There should be at least two lines of text on the second page. As always, remember, the final paragraph should summarize the letter, not introduce new information or make new conclusions.

Sincerely,

Jane R. Doe, M.D., Ph.D.  
Director