



TO: John Smith, M.D.  
Director, NIBIB

FROM: Director, NIH

SUBJECT: Multipage Memorandum (MEMO)

**Multipage Memo.** In a memo 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 memo.

**Headers.** Include a header, identifying the page number and addressee on the second page and any following pages of a multipage memo. Enter the header, as shown below. Please note that this format is different than for multipage letters, but is in keeping with current Office of the Secretary, HHS, correspondence guidance.

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Leave two blank lines between the header and the first line of the text on this page. Try to have at least two lines of text on the second page. As always, remember, the final paragraph should summarize the memo, not introduce new information or make new conclusions.

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