



TO: Director, NIH
Through: Deputy Director, NIH

FROM: Deputy Director for Intramural Research, NIH

SUBJECT: How to Prepare a Memorandum

Body of the memorandum. Leave two blank lines following the subject and start the body of the memorandum on the next line. Begin all paragraphs at the left margin and do not justify the right margin. Leave blank line between paragraphs. If necessary as a reference aid, you may use subparagraphs as follows:

1. Label different levels of subparagraphs, in the following sequence: 1, a, (1), (a).
2. When using labeled subparagraphs, you need to have at least a 2 if you have a 1, at least a (b) if you have an (a), etc.
3. Indent subparagraphs in ½ inch increments:
 - a. In 10-pitch fonts, 5 spaces for each level.
 - b. In 12-pitch fonts, 6 spaces for each level.
4. Leave one blank line between subparagraphs.

Avoid ending a memo with a subparagraph. The closing paragraph should tie the information back together in some way is helpful.

Michael M. Gottesman, M.D.

Attachment:
Agenda or next meeting of
High-Speed Computing Task Force

cc:
Director CIT