



TO: See Below

FROM: Director, NIH

SUBJECT: **Heading of a Memorandum, SUBJECT:**

Leave 1 blank line below the FROM: line and type *SUBJECT:* at the left margin. Enter the subject of the memo on the same line, leaving at least 2 blanks spaces after the caption. Align the beginning of the subject with the beginning of the TO: and FROM: identifications. Begin a second and any following lines of the subject directly below where the first line of the subject begins, as shown above.

Capitalize the first letter of each word except articles, prepositions, and conjunctions. Do not put a period at the end of the subject.

When a memo is in response to another memo, use the original subject line, followed, in parenthesis, by *Your Memorandum* and the date of that memo, as shown above.

Francis S. Collins, M.D., Ph.D.

Attachments:
Report of Intramural Task Force
List of Task Force members

Addressees:
Michael M Gottesman, M.D.
Philip S. Chen, Jr, M.D.
Richard G. Wyatt, M.D.