

RAPIDRAFT LETTER

**MAY BE TYPED
OR
HANDWRITTEN**

INSTRUCTIONS

ORIGINATOR - Use for routine correspondence not requiring action, review, or comment by officers in the chain of command.

ADDRESSEE - Reply hereon, returning original to originator. Keep blue copy for file.

TO:

STAFF SYMBOL/SSIC/PHONE



DATE

Fold

Fold

FROM:



**DO NOT USE
FOR
CLASSIFIED CORRESPONDENCE**

