



**Division 01 Administration and Organization**

**Chapter 10 – Preparation of Correspondence for the Fire Chief's Signature**

January 2009

**POLICY**

This General Order shall set forth guidelines for preparing correspondence for the Fire Chief's signature.

envelopes with the Prince George's County Government return address. Directly below the return address, type the following:

**DEFINITIONS**

N/A

Office of the Fire Chief  
Room 452

- The Fire Chief's signature appears as follows:

**PROCEDURES**

**1. General Guidelines**

The following guidelines will be followed when preparing correspondence for the Fire Chief's signature:

Sincerely,

(Space 4 lines)

Lawrence H. Sedgwick, Jr.  
Fire Chief

- All letters will be typed on Prince George's County Government stationary, using the Modified Block Form, with five space indentation.
- An Office of the Fire Chief heading will be centered at the top of the page, two lines below the Prince George's County Government heading.
- All correspondence should make reference to the document name. The document name will be typed directly below the Fire Chief's/typist's initials.
- The Fire Chief's initials and the typist's initials are to be typed on the original.
- When utilizing the County courier system, inter-office envelopes should be used. When utilizing the Fire Department courier system, inter-office or white envelopes should be used. Correspondence that is being sent through the U.S. Mail should use

Examples of the format that shall be used to prepare letters, memoranda, and envelopes is attached (Attachments A, B and C). The above guidelines will be strictly followed. All correspondence not adhering to the proper format will be returned and retyped.

**REFERENCES**

N/A

**FORMS/ATTACHMENTS**

Attachment A – Sample Letter

Attachment B – Sample Inter-Office Memorandum

Attachment C – Sample Envelope

Office of the Fire Chief

(return 4 times)

DATE

(return 4 times)

(Name) (If to an elected official, use The Honorable)

(Address)

(City, State, Zip)

Dear (Name):

Body of letter (5 space indentation, double space letters with 6 lines or less)

Sincerely,

(return 4 times)

Lawrence H. Sedgwick, Jr.  
Fire Chief

(return 2 times)

LHS:(typist initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)



# INTER-OFFICE MEMORANDUM

PRINCE GEORGE'S COUNTY, MARYLAND

DATE

TO:

FROM:

RE:

Body of memo (5 space indentation, double space memos with 6 lines or less)

(return 2 times)

LHS:(typist's initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)

(Addressee name)

Page #

(return 2 times)

On all letters that are more than one page in length, the above heading should be used for the second page, etc., and should be typed on plain paper).

(return 2 times)

(return 4 times)

Sincerely,

Lawrence H. Sedgwick, Jr.  
Fire Chief

(return 2 times)

LHS:(typist initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)



**THE PRINCE GEORGE'S COUNTY GOVERNMENT**  
**LARGO GOVERNMENT CENTER**  
**9201 Basil Court**  
**Largo, Maryland 20774**  
Office of the Fire Chief  
Suite 452

Name  
Street Address  
City, State, Zip