

ENCLOSURE NOTATION

- ✓ Use enclosure notation to indicate that another item(s) are enclosed along with the document

FORMAT FOR LETTER

.....body of the letter ends here.

Sincerely

Mr. Jason Strong

Jason Strong

abc

Enclosure(s)

FORMAT FOR MEMO

.....body of the memo ends here.

Mr. Ryan Livesay

Ryan Livesay

abc

Enclosure(s)

ATTACHMENT NOTATION

- ✓ Use attachment notation to indicate that another item(s) are attached (staple, taped, paper clip, binding clip, etc.) to the document

FORMAT FOR LETTER

.....body of the letter ends here.

Sincerely

Mr. Jason Strong

Jason Strong

abc

Attachment(s)

FORMAT FOR MEMO

.....body of the memo ends here.

Mr. Ryan Livesay

Ryan Livesay

abc

Attachment(s)

ENCLOSURE/ATTACHMENT NOTATION