

## **FHWA General Letter Formatting Guidance**

(Revised 5/1/2017)

### **General:**

- Letters should be prepared on FHWA letterhead
- Use Times New Roman, 12 pt.
- Default paragraph formatting for entire letter should be 0 before and 0 after (to access paragraph formatting right click and select *Paragraph, Spacing* or select *Format, Paragraph, Spacing* from menu bar), single spaced
- One inch margin - top, bottom, right, and left (to set margins select *File, Page Setup, Margins* from the menu bar)
- Never use *Justified* for text justification (to set text justification select *Format, Paragraph, General, Alignment* from menu bar or click on the appropriate icon on the menu bar)

### **Date formatting:**

- The date should be added to final letters before printing
- Using “[Enter Date]” is acceptable for draft letters before the date is known
- The ADOT Planner/Specialist should email/call the FHWA Environmental Coordinator to select the date for the final letters on a project-by-project basis. After FHWA has approved the draft letters, the ADOT Planner/Specialist should inform the FHWA Environmental Coordinator when the completed letter package will be sent/delivered to FHWA and the FHWA Environmental Coordinator will respond with the date they would be able to process/mail the letters.

### **FHWA header block formatting:**

- Right justify
- One space between FHWA header block and recipient address
- Beneath “In Reply Refer To”, the Federal Project Number should be 12 pt and the TRACS Number and accompanying information should be 10 pt.
- Include type of letter (Initial Section 106 Consultation, Scoping, etc.)
- Include the appropriate project effect finding, if applicable
- Include *Section 4(f) Consultation* and *de minimis* determinations when necessary
- Do not include *HOP-AZ*
- The header block should look like the following:

In Reply Refer To:

Federal Project No.  
ADOT TRACS No.  
Project Name  
Type of Letter

**Recipient address formatting:**

- Use personal title (Dr, Mr, Ms, etc.)
- Use Chairman, Chairwoman, Chairperson, not Chair (usually for use on 106 letters) after the recipient's title and name
- Inside address, the recipient's name should be preceded by Mr., Ms., Dr., etc. followed by their title (Chairman, Governor, Archaeologist, etc.). Put the title on the same line as the recipient. (Ex: Dr. David Jacobs, Compliance Specialist)
- Spell out the state (ex. Arizona) and include zip code
- Spell out direction names (north, south, etc.) and street identifiers (avenue, street, etc.)
- Left justify
- One space between recipient address and the salutation

**Salutation formatting:**

- Dear < *professional title or personal title if none* > < *last name* >
- Messrs. is the proper acronym for Messieurs (the plural of Mister)
- Use *To Whom it May Concern* if the recipient name is not known
- Left justify
- One space between salutation and the body (text)
- Opening salutation should be Dear Mr. Smith, Dear Governor, Dear Chairman or Dear Chairwoman. Do not use first name.

**Body (text) formatting:**

- Left justify
- One space between each paragraph
- Do not use hard page breaks
- When there are bullets in the letter body, the explanation sentence before the bullets should have a colon and one space between before the bullets begin
- Spell out monikers the first time they appear in the letter and for consistency use standard acronyms. Example: right-of-way (ROW), Arizona Department of Transportation (ADOT), Federal Highway Administration (FHWA)
- At end of letter include contact information (phone and email) for the ADOT Planner or Specialist. Email address should be a hyperlink (blue text and underlined)
- For letters dealing with Section 4(f) include contact information (phone and email) for both the ADOT Planner/Specialist and the FHWA Environmental Coordinator. Email address should be a hyperlink (blue text and underlined)
- All paragraphs should be spaced at zero before and after (this is accomplished by right clicking, choosing paragraph and changing the pulldown under "spacing" to zero)
- One space between last paragraph and complimentary closing ("Sincerely")
- Tables may be included in the body of letters or may be separate enclosures. Tables that are in landscape format or are too large/difficult to embed in the letter body should be separate enclosures. Tables containing restricted information (i.e. archaeological site locations) must be separate enclosures.
- Do not embed maps or figures within the letter body

**Complimentary closing and signature block formatting:**

- Left justify at 3 inches over, the closing salutation should look like this as shown below:  
Sincerely,

Karla S. Petty  
Division Administrator

**NOT:**

Sincerely,

Karla S. Petty  
Division Administrator

- Never orphan the complimentary closing and signature block on a separate page, do the following if needed:
  - Reduce to three spaces for signature between complimentary closing and typed name
  - Change font size of letter to 11 pt.
- Four spaces for signature between complimentary closing and typed name
- Include Karla's middle initial – Karla S. Petty
- Use *Sincerely* and not *Sincerely yours*
- Use *Division Administrator* and not *Arizona Division Administrator*
- Two spaces between *Division Administrator* and the concurrence line

**Concurrence line formatting (if asking for concurrence):**

- Left justify
- Include Federal Project Number and name of consulting party under the concurrence line and make sure the Federal Project Number and agency name matches the information at the beginning of the letter
- Two spaces between concurrence line and *Enclosure(s)* (if needed)
- One space between concurrence line and cc: (if no enclosures)
- Refer to Biological Consultation Procedures for when concurrence is appropriate
- Refer to Cultural Consultation Letter Guidance for when concurrence is appropriate

**Enclosure notification formatting:**

- Only include if something is enclosed with the letter
- Left justify
- If there is one enclosure for the recipient, type *Enclosure*
- If there are two or more enclosures for the recipient, type *Enclosures*
- One space between *Enclosure(s)* and cc:

- Do not list the enclosures

**cc: (courtesy copy) and ecc: (electronic courtesy copy) formatting**

- cc: is correct; do not use cc. or Cc: or CC:
- ecc: is correct
- Only include if someone is receiving a courtesy copy of the letter
- Left justify
- If the person receiving the courtesy copy is receiving the enclosure(s), the correct format is:  
cc:  
[name] [address] (with enclosure)
- Tribal or agency contacts listed first, followed by FHWA and ADOT. The first recipient should be on the next line and left justified as shown below:  
cc:  
Tribal or Agency recipient [title and address if different from recipient address]
- If cc: is with outside consultant or other outside agency, include name of agency and address, or if address is exactly the same as Addressee, you may say that rather than re-typing the entire address.
- The state (ex. AZ) can be abbreviated in the cc:
- ecc: should include recipient's name, title and email address as a hyperlink
- ecc: RYedlin/TWilson [do not include (*FHWA*)] as well as the ADOT Planner/Specialist with no mail drop

**Envelope formatting:**

- All letter envelopes should be addressed and mailed or hand delivered to FHWA
- The FHWA return address should be printed on envelopes as:  
Federal Highway Administration  
Arizona Division Office  
4000 N. Central Ave., Suite 1500  
Phoenix, AZ 85012-3500
- The letter recipient address should be printed on envelopes as:  
Mr./Ms. Recipient, Title  
Agency/Organization  
Street Address  
City, ST 00000-0000

**Enclosures:**

- All enclosures should be printed and mailed or hand delivered to FHWA
- All enclosures must be labeled appropriately, including the project name, Federal Project Number and ADOT TRACS No.
- All enclosures should be in 8.5" x 11" format. 11 x 17" format is acceptable when large graphics are necessary. Do not use 8.5" x 14" or any other format.
- Please remember to include a copy of all enclosures for FHWA's use
- Do not embed maps or figures within the letter body

- Tables may be included in the body of letters or may be separate enclosures. Tables that are in landscape format or are too large/difficult to embed in the letter body should be separate enclosures. Tables containing restricted information (i.e. archaeological site locations) must be separate enclosures.

**Submitting project related letters to FHWA for review:**

- ADOT Planner/Specialist to send email via to Environmental Coordinator and copy Area Engineer (see FHWA Area Engineer and Environmental Coordinator Contacts maps to determine appropriate contacts)
- Subject line of email must have the Federal Project Number
- All letters should be submitted for review (not only a sample letter) and must be on the FHWA letterhead
- Enclosures (i.e. maps and reports) should be submitted for review along with letters. However, plan sheets do not need to be submitted to FHWA for review.
- Email must list all enclosure(s) by general type (1. state vicinity map, 2. cultural survey report, etc.)
- After FWHA has approved the draft letters, the ADOT Planner/Specialist will send FHWA the final letters with all changes incorporated and the date added

**Submitting project related letter packages to FHWA for processing:**

- The ADOT Planner/Specialist or consultant should print all letters and enclosures and address envelopes and send or deliver the completed package to FHWA
- Reference the FHWA Environmental Coordinator, Federal Project Number and project name on package transmittal
- The ADOT Planner/Specialist should inform the FHWA Environmental Coordinator when the completed package will be sent/delivered to FHWA
- Interoffice mail can take up to 4 days to arrive at FHWA, if the project is a high priority hand deliver the package
- The complete package (including all letters, envelopes and enclosures) must be delivered at one time; the enclosures cannot be sent or delivered separately from the letters and envelopes
- Letters should be printed single-sided and should not be stapled
- Letters for recipients who wish to receive letters electronically (via email) only must be printed and submitted for FHWA to sign and scan. No printed enclosures or envelopes are needed for electronic-only recipients.
- Do not seal the envelopes
- Enclosures can be placed inside envelopes
- Letters should not be placed inside envelopes, so that FHWA can sign and scan the letters before mailing
- Envelopes do not need to include postage when submitted to FHWA