**Department of Health and Human Services**

**Writing Prompt Details**

* Create a professional letterhead that includes your name and address at the top (center)
	+ The city, state, and zip code are included on the same line, while the street address has its own line
* **ONE SPACE**
* Due Date of paper
* **ONE SPACE**
* Type out the recipient’s address
	+ Correct information:
		- Mr. Eric D. Hargan, Secretary

The United States Department of Health and Human Services

200 Independence Avenue, S.W.

Washington, D.C. 20201

* + Left-aligned and single-spaced
	+ Recipient’s name should be written on its own line, as the should the recipient’s title, name of the company, and street address
	+ The city, state, and zip code are included on the same line
* **ONE SPACE**
* Dear Secretary Hargan:
* **ONE SPACE**
* 3 body paragraphs
	+ Justify the three paragraphs (🡪)
	+ 1 space between each paragraph
* **ONE SPACE**
* Sincerely
* **FOUR SPACES**
* Type your name
* **Margins:** Normal
* **Font:** Times New Roman/Arial
* **Font Size:** 12 pt.
* **Alignment:** left-aligned (except letterhead)
* **Spacing:** single
* **Length:** 1 pg. ONLY