

For EMAILS WITHIN THE BATTALION:

(one line after last paragraph)
Respectfully, (these lines should start 4 inches from the left side (1" margins plus 3" further) , do not capitalize respectfully in Very respectfully)
L. S. PAIK (all caps)
MIDN 2/C USMCR (notice the two spaces in between the class and service)
N7 - ADP/CG/EDT Division Officer (do not include this line if not writing an email that goes to the whole battalion)

For WRITTEN LETTERS WITHIN THE BATTALION:

(one line after last paragraph)
Respectfully,
(1st blank line)
(2nd blank line) (THIS IS WHERE YOU PUT YOUR ACTUAL SIGNATURE, REQUIRED FOR WRITTEN LETTERS)
(3rd blank line)
L. S. PAIK
MIDN 2/C USMCR
N7 - ADP/CG/EDT Division Officer (do not include this line if not Battalion-wide)

All of these lines should start 4" (1" margins + 3" further) from the left side

For LETTERS/EMAILS OUTSIDE THE BATTALION:

(one line after last paragraph)
Very respectfully, (if writing to a superior , do not put in if writing to a subordinate/peer)(second line after last paragraph)
(3rd line after last paragraph)
L. S. PAIK (this line goes three lines after the last paragraph regardless of salutation, i.e., the "Very respectfully")