

## **3-08/040.70 - Mailing Notation**

When a letter is sent other than by first class mail, a mailing notation shall be in upper and lower case and placed immediately below the enclosure notation. If an enclosure notation is not used, place the mailing notation two lines below the file number or identification initials. This notation shall only appear on the copy.

### EXAMPLES:

- Special Delivery
  - First Class/Certified
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