

GUIDELINES FOR CORRESPONDENCE, GENERAL GOVERNMENT

1. All business letters and reports to the generalate should be written, preferably typed, on standard 8 ½ x 11 in. if possible. The left-hand margin on all letters should be at least 1 ½ in. wide. Only one side of the paper should be used.
2. At the top of the first page should be written the following:

On the left:	On the right:
<ul style="list-style-type: none">• the name of the person addressed• her office	<ul style="list-style-type: none">• the name of the sister writing• her office• the name of the province or community• the subject treated• the date
3. In letters, each main topic should be treated on a separate page, or at least different subjects dealt with in a single letter should be clearly separated, each one having a heading which is underlined.
4. Persons and places should be identified by full names.
5. The signature using the full name should be given at the end of the letter or report. All signatures must be original, not reproductions of any kind.
6. All business letters will be addressed to the prioress general. When she is absent, this correspondence is given to the vicar general.
7. A personal letter should be clearly marked "PERSONAL". It may be useful to put the sealed envelope marked "PERSONAL" into another envelope on which the address is written.
8. A confidential letter should be clearly marked "CONFIDENTIAL". The writer should clearly indicate the person or persons for whom it is intended.
9. Local prioresses should apply directly to the provincial prioress for any permission needed. If the provincial prioress cannot give the required permission, she will refer the matter to the prioress general.