OFFICIAL LETTERHEAD

The Division of Public Health Oral Health Section provides a letterhead for use in official correspondence.

Policy:

Section staff are to use Division of Public Health Oral Health Section letterhead for all formal correspondence.

Procedures:

1. A computer file containing the Section's letterhead is available on the Section website in the Forms section under "Planning Forms." Staff CANNOT customize this letterhead by changing the either the header and or the footer. The signature block underneath your signature must contain complete identifying and contact information, in the following manner:

   Name, RDH
   NC Oral Health Section
   Serving the Citizens of North Carolina
   Staff Mailing Address
   Staff Phone Number
   Staff Email Address (optional)

2. Letterhead is appropriate for the following types of documents:

   - Reports to county commissions, boards of health, boards of education and other local government agencies or officials; and
   - Letters, memos or faxes to members of the public or to local or state officials.

3. Letterhead is not to be used for newsletters, screening forms, referral forms, dental update forms or informal correspondence. Local health department letterhead is not to be used. Section staff members should consult their supervisor in the event of questions concerning the appropriate use of letterhead.

On page 2-21-A, see sample letter on letterhead.

Adopted: June 2000; Revised: 11/07, 6/09, 1/13, 11/15

North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Richard O. Brajer
Secretary

Daniel Staley
Division Director

SAMPLE LETTER

DATE

Dear XXXX,

XXXX