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**TEXAS MILITARY DEPARTMENT**

**TEXAS STATE GUARD**

**POST OFFICE BOX 5218**

**AUSTIN, TX 78763-5218**

**(512) 782-5001**

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OFFICE SYMBOL Date

SUBJECT: EXAMPLE – Texas State Guard (TXSG) Letterhead/Memorandum

1. Use this letterhead when correspondence signature authority is from a Texas State Guard unit, directorate, department, or agency.

2. Letterhead format is shown above; titled Texas MilitaryDepartment in 10 point bold, Arial; organization, address, and phone number lines are 8 point bold, Arial.

3. The body of memorandums will be in 12 point Arial.

4. Refer to AR 25-50 for information on preparing and managing correspondence.

 JOHN Q. PUBLIC

 COL, TXSG

 Commanding