



MICHIGAN STATE POLICE

Style Guide

Purpose: When preparing department documents, the Style Guide, [OO 19-10 - Written Correspondence](#), and [OO 19-11 - Official Correspondence](#), shall serve as the first point of reference for style and formatting for all correspondence.

Please keep in mind that all documents created on behalf of the Michigan State Police (MSP) are subject to public review and FOIA requests. As a representation of the department, documents should be professional in tone and format.

Effective Date: June 12, 2025

Table of Contents

Correspondence Preparation.....3
State Police Letter Format Guidelines3
State Police Interoffice Correspondence Guidelines7
Electronic Mail.....8
Electronic Mail, Signature Block8
Forms of Address and Salutation9
State Police Rank Guidelines 11
General Guidelines 12

Attachments

- Attachment A: Sample Letter Format with Spacing/Enclosures
- Attachment B: Sample Letter Format with Spacing
- Attachment C: Sample Letter Format/DIRECTOR Signature/CCs
- Attachment D: Interoffice Correspondence Format Showing Spacing
- Attachment E: Retirement Memo

Index

Correspondence Preparation:

General instructions for preparation of Michigan State Police (MSP) documents are outlined below. Sample letters are provided in the attachments as formatting guides.

The letter format should be used in correspondence addressed to all individuals outside the MSP and may be used in formal correspondence to department members.

The memo format should only be used for correspondence to be posted on the Intranet or distributed internally.

Members should use judgment in tone and format to ensure letters are professional, and consistent with term use and style throughout each document.

Letters:

State of Michigan watermark bond paper is required for all letterhead correspondence. When printing, verify the orientation of the watermark is not upside-down when printed. Stock can be ordered on MILogin under Print & Mail Ordering System/Non-Print Items.

A. Font

All letters shall be typed using the Arial 10-point font. The Arial 11 or 12-point font may be used if needed to make the appearance more presentable.

B. Format

All letters shall be typed in traditional/business format using block letter style.

C. Date

The date should be aligned with the left margin in block letter style. It is generally typed on the third line below the printed stationery heading but may be lowered a few lines for better balance of the letter on the page.

D. Margins

A letter is centered on the page, with right and left, top and bottom, margins approximately the same. Do not use right justification.

E. Inside address

Except for titles, avoid abbreviations in the inside address. The name of the state should be spelled out. Begin the inside address at the left margin, on the fourth line below the date.

Name
Title
Division
Agency
City, State 48888
(do *not* abbreviate state on inside address)

The inside address and salutation on letters to enforcement retirees should be typed as follows:

Lt. Col. John Doe, Ret.
Association for Retired
State Police Employees
2222 Street Address
City, State 48888
(do *not* abbreviate state on inside address)

Dear Lt. Colonel Doe, Ret.:

Note: When a portion of an address is too long to fit on one line, as in *Association for Retired State Police Employees*, use two lines and indent the second line two spaces.

When a letter is addressed to two or more people at different addresses, each address block should be positioned individually on the left margin, with one blank line between.

John Doe
Prosecuting Attorney
Ingham County Prosecutor's Office
2222 Street Address
City, State 48888

Jane Doe
Prosecuting Attorney
Wayne County Prosecutor's Office
1234 Somewhere Street
City, State 48899

If space does not permit, position the address blocks side by side. If side by side, start the first address block at the left margin and the second block at the center.

Sheriff John Smith
Ingham County Sheriff's Office
2222 Street Address
City, State 48888

Sheriff Jane Doe
Oakland County Sheriff's Office
1234 Somewhere Street
City, State 48899

F. Subject / Reference Line

The reference or subject line, when utilized, is typed below the inside address, with one blank line above and below. Usually, the reference or subject line starts at the left margin, but it may be centered for special emphasis. The reference or subject line is written without underscoring.

G. Salutation

Begin the salutation on the second line below the inside address.

H. Body of Letter

Message: Begin the message on the second line below the salutation. It should be single spaced with one blank line between paragraphs. The right margin should not be justified.

Quoted Material: For lengthy quotations (three or more lines), indent five spaces from each side margin, leave one blank line above and below, and single-space the content. Do not enclose the quoted material in quotation marks; the indentation replaces the quotation marks.

Tables: Center a table between left and right margins. Indent at least five spaces from each side margin.

Listed Items: The list should be single-spaced with one blank line above and below the list. If any item in the list requires more than one line, leave a blank line between each item. If an item continues to a second line, align turnover with the first word in the line above.

Use periods after each sentence, capitalizing the first word in each phrase. Note: If a complete sentence is used on one bullet point, each bullet point should be a complete sentence for consistency. This includes for numbered lists.

Year-end figures will be required for:

- Total operating costs for the full year.
- All local travel costs for the full year.

I. Continuation Pages

Continuation pages have an altered header. Use the same left and right margins and font as the first page. Insert the name of the addressee, letter date, and page number *within* the document header.

Mr. John Doe
March 1, 2024
Page 2

Resume the body of the letter on the third line below the last line of the heading.

J. Email Addresses

When including an email address in a letter to be delivered in hard copy, spell out the email address and remove both the hyperlink and the underline (e.g., “contact smithj@michigan.gov” rather than “contact [Ms. Jane Smith](#)”).

K. Complimentary Closing

The complimentary closing should be aligned with the left margin in block letter style.

Recommended closings: Sincerely or Respectfully

L. Signature Block

Begin typing the commander’s signature block on the fourth line below the closing. If attempting to keep a letter to one page, reduce the signature space to two blank lines.

Signature block information should contain the author’s name, rank (for enforcement members), title, and district/division or worksite.

(full name), Rank
Title
(name of bureau/district or division)

Enlisted:

Jane M. Doe, Captain
Commander
Training Division

Civilian:

John Doe
Division Director
Office of Highway Safety Planning

Two People Signing Letter:

When two people sign a letter, arrange two signature blocks side-by-side or one beneath the other. If side-by-side, start the first signature block at the left margin and the second block at the center.

Sincerely,
(3 blank lines)
Jane Smith
Unit Supervisor

John Doe, Captain
Training Division Commander

If one signature block is beneath the other, begin the second block on the second line below the title of the previous signature block, aligned with the date at the left margin.

Sincerely,
(3 blank lines)
Jane Smith, Captain
Training Division Commander
(3 blank lines)
John Doe
Unit Supervisor

Director's or a Deputy Director's Signature:

When submitting correspondence for the Director's or a deputy director's signature, always include a copy of the original correspondence that is being answered.

Submit prepared correspondence for the Director's signature through channels, including your bureau.

Correspondence should be prepared according to the rules in this guide, using the following signature block for the Director:

Sincerely,
(3 blank lines)
DIRECTOR

Correspondence including the signature of a director from another agency should be prepared using the following signature blocks:

Sincerely,
(3 blank lines)
Col. James F. Grady II, Director
Michigan State Police

Jane Doe, Director
Michigan Department of State

The following signature block format applies to deputy directors:

Enlisted:

Sincerely,
(3 blank lines)
(full name), Lt. Colonel
Deputy Director
(name of bureau)

Civilian:

Sincerely,
(3 blank lines)
(full name)
Deputy Director
(name of bureau)

M. Enclosure/Attachment Notation

If one or more items are to be included with the letter, indicate by including the word “Enclosure” or “Attachment” at the left margin on the second line below the signature/title line.

Note: If more than one item, use “Enclosures” with the appropriate number in parentheses: “Enclosures (2)” or “Attachments (3).”

If material is to be sent separately instead of being enclosed with the letter, indicate by including “Separate Cover” or “Under Separate Cover” on the line below the enclosure notation (if any).

N. Copy Notation

When courtesy copies are used, indicate “cc” at the left margin on the line below the enclosure notation, whichever comes last. If several people are to receive copies, list names according to rank/level/title. If equal rank/level, list in alphabetical order. List all non-MSP members first by level/title. Copy notations may include name, title, and department or company.

Enclosure
 cc: Col. Jane Doe
 Capt. John Doe
 Mr. Jack Jones
 Ms. Jane Jones

If the addressee is not intended to know that one or more individuals are being sent a copy of the letter, use a blind copy notation. Indicate “bc” on the second line below the last item in the letter, which should only be noted on copies for individuals who are blind copied. The file copy should show all the blind copy notations, even though the individual copies do not.

Interoffice Correspondence:

- A. All correspondence to be posted on the Intranet or distributed internally shall be typed using the Arial 10-point font utilizing the [UD-40 Memorandum](#).
- B. Except in unusual circumstances, the following shall be the only distribution designations utilized in the To line for Official Correspondence:
 - a. Department Members
 - b. Enforcement Members
 - c. Enlisted Members
 - d. Commercial Vehicle Enforcement Members
 - e. Civilian Members
 - f. Lansing Area Enforcement Members
 - g. Lansing Area Members
 - h. Lansing Headquarters Members
 - i. Bureau, District, and Division Commanders
 - j. Worksite Commanders
 - k. Field Services Bureau Members
 - l. Field Services Bureau Uniformed Members
 - m. Field Services Bureau Commanders
 - n. Field Services Bureau District Commanders
- C. The subject line shall not be in bold or upper-case letters.
- D. The first line of the body of a memo should begin on the third line below the “subject” line. This should be followed even when typing very short memos as it is not necessary to center, top to bottom, the body of a memo.
- E. The left margin of the body of the memo should be aligned with the word “Subject.”

- F. The MSP Value Statement (“A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY”) shall be printed at the bottom of each page.
- G. The header on continuation pages is formatted the same as letters.
- H. To and From lines should include Distribution list name, rank, or if utilized, gender identifier, first and last name, title, if appropriate, and bureau or district/division fully spelled out.

Date: February 2, 2025
To: Capt. Jane M. Doe, Commander, Training Division
From: John S. Doe, Assistant Division Director, Criminal Justice Information Center

Date: February 2, 2025
To: Department Members
From: Lt. Col. Jane Smith, Chief Deputy Director, Office of the Director

- I. When including email contact information for correspondence to be posted on the Intranet, use a hyperlink with the name. Do not list the email address separately.

Incorrect: ...contact Jane Smith at SmithJ1234@Michigan.gov
Correct: ... contact [Jane Smith](#)

Electronic Mail

All members are required to use the following template for the signature block on emails.

A fax number and/or cell number may be added on lines below the telephone number, if needed.

The “Join the MSP” link is encouraged to be added under the signature block.

No other modifications, additions, colors, symbols, etc. may be added to emails or the signature template without approval of the appropriate bureau commander. This includes background or “stationery” colors in emails.

All signature blocks shall be in Calibri 10 or 11-point font.

The body of the email should be consistent with the signature font and size.

Template:

(Name)
(Title or Work Area)
(District or Division)
Michigan State Police
(PO Box or Street Address)
(City, State, Zip Code)
TX: XXX-XXX-XXXX

“A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY”



It is important to remember that any information sent through email is subject to the Freedom of Information Act.

Forms of Address and Salutation:

President

President (full name)
The White House
Washington, D.C. 20500

Mr. President:

***Heads of State Depts.,
Appointed***

Mr. or Ms. (full name) Director
Michigan Department of (name)
(Building or Street)
Lansing, Michigan (zip code)

Dear Mr. or Ms. (last name):

Governor

The Honorable (full name)
Governor of the State of Michigan
Lansing, Michigan 48909

Dear Governor (last name):

Heads of State Dept., Elected

The Honorable (full name)
Attorney General
P.O. Box 30212
Lansing, Michigan 48909

Dear Mr. or Ms. (last name):

State Representatives

The Honorable (full name)
State Representative
State Capitol
P.O. Box 30014
Lansing, Michigan 48909

Dear Representative (last name):

***County or Township
Supervisors***

Mr. or Ms. (full name)
Supervisor (township or county)
Address

Dear Mr. or Ms. (last name):

State Senators

The Honorable (full name)
State Senator
State Capitol
P. O. Box 30036
Lansing, Michigan 48909

Dear Senator (last name):

Municipal Offices

The Honorable (full name)
Mayor of the City of (city)
Address

Dear Mayor (last name):

U.S. Senators

The Honorable (full name)
United States Senator Address

Dear Senator (last name):

Judicial Offices

The Honorable (full name)
Judge of the (name of court)
Address

Dear Judge (last name):

U.S. Representatives

The Honorable (full name)
United States Representative
Address

Dear Congressman/woman (last name):

Police Chief

Chief (full name)
(city/township) Police Department
Address

Dear Chief (last name):

Prosecutor

Prosecutor (full name)
(county) County Prosecutor's Office
Address

Dear Prosecutor (last name):

Director

Col. James F. Grady II
Director
Michigan State Police
7150 Harris Road
P.O. Box 30634
Lansing, Michigan 48909

Dear Colonel Grady:

Note: When using "*Director*" in conjunction with a title of someone other than the director of this department, **always** include the name of the division or board which they direct.

Magistrate

Magistrate (full name)
70th District Court Address

Dear Mr. or Ms. (last name):

Sheriff

Sheriff (full name)
(county) County Sheriff's
Office Address

Dear Sheriff (last name):

Federal Law Enforcement

SAC (full name)
Federal Bureau of
Investigation Address

Dear (rank) (last name):

State Police Rank Guidelines:

RANK	WHEN USING FULL NAME	WHEN USING SURNAME ONLY
Colonel	Col.	Colonel
Lieutenant Colonel	Lt. Col.	Lt. Colonel
Major	Maj.	Major
Captain	Capt.	Captain
Inspector	Insp.	Inspector
First Lieutenant	F/Lt.	F/Lieutenant
Specialist First Lieutenant	Spl/F/Lt.	Spl/F/Lieutenant
Detective First Lieutenant	D/F/Lt.	D/F/Lieutenant
Lieutenant	Lt.	Lieutenant
Specialist Lieutenant	Spl/Lt.	Spl/Lieutenant
Detective Lieutenant	D/Lt.	D/Lieutenant
Sergeant	Sgt.	Sergeant
Specialist Sergeant	Spl/Sgt.	Spl/Sergeant
Detective Sergeant	D/Sgt.	D/Sergeant
Detective Trooper	D/Tpr.	D/Trooper
Specialist Trooper	Spl/Tpr.	Spl/Trooper
Detective Trooper Specialist	D/Tpr/Spl.	D/Tpr/Specialist
Trooper	Tpr.	Trooper
Probationary Trooper	P/Tpr.	Probationary Trooper
Motor Carrier Inspector	MC Insp.	MC Inspector
Motor Carrier Lieutenant	MC Lt.	MC Lieutenant
Motor Carrier Specialist Sergeant	MC Spl/Sgt.	MC Spl/Sergeant
Motor Carrier Sergeant	MC Sgt.	MC Sergeant
Motor Carrier Investigator	MC Inv.	MC Investigator
Motor Carrier Officer	MC Ofcr.	MC Officer
Security Sergeant	Sec. Sgt.	Sec/Sergeant
Security Officer	Sec. Ofcr.	Sec/Officer
Recruit	Rec.	Recruit

When using a member’s full name, always abbreviate the rank (e.g., Capt. John N. Doe). When using only the surname, always spell out the rank (e.g., Captain Doe).

When addressing correspondence to a retiree of the MSP, add Ret. after the member’s name (e.g., Capt. John N. Doe, Ret., or Lieutenant Doe, Ret.).

Do not use rank when addressing an envelope to a member’s home address.

In written correspondence, if utilizing a title for civilian members (e.g., Mr., Ms., Mx. [mix, em ex], or Ind. [individual]) the title used should align with the civilian's gender identity. It is proper and most respectful to ask what title the civilian would like to be addressed.

Correspondence recipients should be listed in rank order, including civilians. If equal rank, list in alphabetical order.

General Guidelines:

Sentence Spacing

Use a single space after a period at the end of a sentence.

Pronouns

If known, pronouns used should align with the person's gender identity. A person's gender identity should not be based on perceived gender expression (e.g., name, appearance).

Common pronouns:

Male pronouns include: he/him/his

Female pronouns include: she/her/hers

Gender neutral pronouns include: they/them/theirs

Members may prefer a pronoun not listed above. The pronoun they identify with should be used by members to be respectful and accommodating of the person's gender identity.

Punctuation

Commas in a series:

A comma is always placed before "and" as well as "or" in a series of three or more.

The time, place, and date will be announced. Bring a pen, pencil, or marker.

Quotation Marks:

Always place periods and commas **inside** the closing quotation mark. Always place semicolons and colons **outside** closing quotations marks. Place dashes, exclamation marks, and questions marks **inside** quotation marks if they are part of the quotation; otherwise, place them **outside** quotation marks.

Semicolons:

If a semicolon is used, the beginning and end of the sentence must be able to stand alone.

Dates

Do not use th, rd, or st except when using the day only.

Correct: Scheduled on the 22nd

Incorrect: Scheduled on July 22nd

If using month and year only, use no punctuation (e.g., July 2024). If using the complete date, place a comma after the day *and* the year (e.g., ...July 11, 2024, is the date of the party).

Telephone Numbers

In compliance with the Americans with Disability Act (ADA), use hyphens in phone numbers rather than parentheses. Use the following format: 517-241-1234

Capitalization

Keep capitalization to a minimum.

Lower-case *state, city, department* (unless it is a specific department), *national*, and *federal*.

Legislature and *Governor* are always capitalized.

Note: When a title is used as part of the name (separated only by commas), it is a proper noun and is capitalized.

- Capt. Jane Doe, Commander, Training Division
- Capt. Jane Doe, commander of the Training Division
- Capt. Jane Doe, the Training Division commander
- Capt. Jane Doe is the commander of the Training Division

Capitalize all official titles when they precede a person's name (e.g., Capt. Jane Doe or Captain Doe). Do not capitalize titles when they are used without the person's name (e.g., The captain attended the meeting.).

Exception: Always capitalize the word "Director" when referring to the MSP Director.

Capitalize the full name of academic degrees, such as Bachelor of Arts or Master of Science. Do not capitalize general references to degrees, such as bachelor's degree, master's degree, or associate degree.

The field of study should be written in lower case except when it contains a proper noun.

Use an apostrophe (possessive) with bachelor's degree and master's degree, but not in Bachelor of Arts or Master of Science. Do not use an apostrophe with associate degree or doctoral degree.

Examples:

- I received a Bachelor of Science in criminal justice (not a proper noun).
- I am pursuing a Bachelor of Arts in English (proper noun).
- I am in the process of getting a master's degree (general reference).
- I have an associate degree in accounting (general reference – not a proper noun – no apostrophe).

Do not capitalize a job classification unless it is part of the person's proper and official name, or you are referring to the specific job classification.

- Dr. Joseph Smith or Doctor Smith.
- Sgt. Jane Smith, aircraft pilot, is a member of the Field Support and Aviation Section.
- The departmental analyst position is currently vacant.
- Jane Doe, an emergency dispatcher, was selected to join the committee.
- We will be creating a new Departmental Technician 10 position for the section.

Capitalize formal titles of acts and laws, but do not capitalize common-noun elements that stand alone in place of a full name.

- A debilitating medical condition, as defined by the Michigan Marihuana Act, can be found in MCL Chapter 333, Section 333.26423. The act was approved in 2008.
- The suspect was charged with operating while intoxicated causing death, a violation of the Michigan Vehicle Code, MCL 257.625(4).

Note: Formal titles of Michigan laws can be found using the Michigan Compiled Laws Basic Search found on the [Michigan Legislature website](#).

When referring to one post by name, capitalize the word, "Post." When referring to two or more posts by name, do not capitalize the word, "post." This same rule applies to divisions and districts (e.g., Monroe, Lansing, and Brighton posts, but Brighton Post. Forensic Science and Human Resources divisions, but Human Resources Division.).

Department of Education, but *departments* of Education and Natural Resources.

Word Division

Do not divide a word at the end of the first or last full line of a paragraph or the last word on a page. Do not divide more than three words in a paragraph nor more than two consecutive lines.

Names may be divided between the given name (middle initial, if any) and surname:

John B. Doe	<i>NOT:</i> . . John B. Doe
----------------	--------------------------------

OR

Lt. Col. John Doe	<i>NOT:</i> . .Lt. Col. John B. Doe
----------------------	--

Dates may be separated between the day and the year, but not between the month and the day:

July 11, 2024	<i>NOT:</i> . . July 11, 2024
------------------	----------------------------------

Do not divide a phone number.

Addresses may be broken after the street name:

7150 Harris Drive	<i>NOT:</i> 7150 Harris Drive
----------------------	----------------------------------

Numbers

Numbers one through ten should be spelled out, unless they need to stand out for quick comprehension. Use numerals for numbers above ten unless used at the beginning of a sentence, then the number should be spelled out except when typing in the year.

Clock Time

Omit colon and zeros with even times (e.g., 8 a.m. rather than 8:00 a.m.); however, this format is acceptable if doing so makes the document aesthetically pleasing and utilized consistently throughout the document.

Envelope Address

The U.S. Postal Service has indicated the use of all capital letters and no punctuation “is preferred but not required” on envelope mailing addresses.

Do not use rank when addressing an envelope to an employee’s home address.

Acronyms

Always place an acronym after the phrase or words the first time it is used in the document, such as “Michigan State Police (MSP).” Once an acronym is identified, use the acronym throughout the remainder of the document. Do not use an acronym if the acronym will not be utilized in the rest of the document.

The word “the” should be added before an acronym if you would include it when the acronym is spelled out.

- The sentence “They met at MSP facility.” is not correct, since you would not say “They met at Michigan State Police facility,” so “the” needs to be added before the acronym.
- The sentence “MSP members were in charge of their training.” is correct, since you would say “Michigan State Police members were in charge of their training,” so including “The” is not needed before the acronym.

Hyperlinks

When embedding hyperlinks, use descriptive link text to clearly describe the destination or function of the link. Avoid vague terms such as “click here” or “this memo.” Hyperlinked text should be underlined to indicate the text includes a URL. Underlining should be used only for hyperlinks to avoid confusion. This supports ADA standards for increased accessibility and the use of screen readers.

Correct: Visit the [training registration page](#) to sign-up.

Incorrect: Training registration is available [here](#).

Miscellaneous

- Spell out district numbers (e.g., First District; not 1st District)
- Use “member” rather than “employee”
- Use “resident” not “citizen”
- Use “worksite,” one word
- Use “multijurisdictional,” one word with no hyphen
- Always capitalize Internet and Intranet

INDEX

Abbreviations, Rank	11
Acronyms	14
Address, Inside	3
Address, Inside, Two Addressed	4
Blind Copy	7
Bullet Points	5
Capitalization	12
Clock Time	14
Complimentary Closing	5
Continuation Pages	5
Copy Notation	7
Correspondence, Preparation	3
Deputy Director, Preparing Correspondence for	6
Director, Preparing Correspondence for	6
Electronic Mail	8
Electronic Mail, Signature Block	8
Enclosure Notation	7
Envelope Address	14
Font, Interoffice Correspondence	7
Font, Letters	3
Format, Letters	3
Gender	12
General Guidelines	12
Hyperlinks	15
Hyperlinks/Email	8
Inside Address	3
Interoffice Correspondence	7
Mailing Notation	7
Margins	3
Miscellaneous	15
Numbers	14
Punctuation	12
Quotation Marks	12
Quoted Material	4
Rank Abbreviations	11
Reference/Subject Line	4
Salutation	4
Signature Block	5
Signature Block, email	8
Spacing/Sentences	12
Subject/Reference Line	4
Telephone Numbers	12
Two People Signing Letter	6
Word Division	14



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JAMES F. GRADY II
DIRECTOR

ATTACHMENT A

February 25, 2024

¶

¶

¶

Mr. Roger Metzger
4606 Smith Road
Somewhere, Michigan 49620

¶

Dear Mr. Metzger:

¶

On behalf of Governor Gretchen Whitmer, I am responding to your letter concerning traffic safety issues. Be assured the Michigan State Police and the Office of Highway Safety Planning (OHSP) appreciate your interest in and support of traffic safety efforts.

¶

The OHSP analyzes Michigan's traffic crashes each year to determine the main factors that contribute to crashes, injuries, and traffic fatalities. Despite a very high safety belt use rate in the state, hundreds of unbuckled motorists die each year, and more than 400 people die in alcohol and/or drug-involved traffic crashes. These remain the prominent areas where the state can substantially reduce traffic deaths and serious injuries.

¶

Law enforcement officers can and do issue citations for following too closely. Current technology allows for speed and red-light running enforcement; however, Michigan law prohibits the use of such devices for issuing traffic citations. Citations must be issued by an officer who witnesses the traffic offense.

¶

Thank you again for your interest in promoting safe driving within your community.

¶

Sincerely,

¶

¶

¶

Kim A. Smith, Director
Office of Highway Safety Planning

¶

Enclosures (3)



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JAMES F. GRADY II
DIRECTOR

ATTACHMENT B

¶
¶
¶
¶
¶
¶
¶
¶

July 11, 2024

¶
¶
¶

Mr. John Smith
110 Main Street
Lansing, Michigan 48910

¶

Dear Mr. Smith:

¶

Your request for an investigation involving questionable occurrences in the area surrounding your residence has been reviewed.

¶

As police officers, we are concerned for the safety and well-being of all citizens in Michigan. It is regrettable that you feel distressed and a sense of insecurity in your home.

¶

I have taken the liberty of referring your letter to Chief John Smith, Lansing Police Department, as your residence is in their jurisdiction and this matter can best be handled by local officers. Chief Smith can be reached at 123-456-6789.

¶

Thank you for bringing this matter to our attention.

¶

Sincerely,

¶

¶

¶

John C. Doe, Captain
Commander
First District



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JAMES F. GRADY II
DIRECTOR

ATTACHMENT C

July 11, 2024

Ms. Emily Smith
174 Hickory Drive
Troy, Michigan 48083

Dear Ms. Smith:

Thank you for writing to let me know you were impressed with the service you received from Tpr. Jane Doe. I am pleased to hear that she was professional, caring, and informative in her dealings with you.

I will share a copy of your kind letter with Trooper Doe and her supervisors. Again, thank you for writing.

Sincerely,

DIRECTOR

cc: Lt. Col. John Doe
Capt. John Thomas
F/Lt. William Moore
Tpr. Jane Doe

**STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE**

ATTACHMENT D

DATE: → July-25,-2025¶

¶

TO: → Capt. Mary-Smith, Commander, First-District¶

¶

FROM: → Tpr. Sample B. Memo, Lansing Post¶

¶

SUBJECT: → Scheduled Shift Changes¶

¶

¶

Begin typing memo here.¶

**STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE**

ATTACHMENT E

DATE: May 15, 2024
TO: Col. James F. Grady II, Director
FROM: Tpr. Sample B. Memo, Lansing Post
SUBJECT: Retirement

Per Official Order 03-04, I am writing to request regular retirement from the department.

I enlisted in the department on May 31, 1996. My last scheduled workday is May 28, 2024. I request that my name appear on all accouterments as Sample B. Memo.