```
1.**Arrange paragraphs following the formats below. See page 44 for
additional guidelines.
%
2.**If subparagraphs are needed, use at least two; e.g., a(1) must
have a (2).
%
****a.**Indent each new subdivision four spaces and start typing at the
fifth space.
%
****b.**Text.
%
********(1)*Documents rarely require subdividing to the extent shown below.
%
********(2)*Text.
%
************(a)*Do not subparagraph past this level until you have
exhausted all reparagraphing.
%
************(b)*Text.
%
****************1.**Text.
%
********************a.**Text.
%
************************(1)*Text.
%
****************************(a)*Never subparagraph beyond this level.
%
****************************(b)*Text.
%
************************(2)*Text.
%
********************b.**Text.
%
****************2.**Text.
%
10.**When using two digits, continue to indent each new subdivision
four spaces and start typing on the fifth space (paragraphs will not
line up).
%
****a.**Text.
%
********(9)*Text.
%
********(10)*Text.
%
************(a)*Text.
%
************(b)*Text.
%
********(11)*Text.
%
****b.**Text.
%
11.**Text
```

NOTE:
* AN ASTERISK (*) INDICATES A SINGLE BLANK SPACE.
% A PERCENT SIGN (%) INDICATES A SINGLE BLANK LINE.

Figure 2-7. Standard Letter Paragraph Formats