

Form FmHA 142-1, "Correspondence Referral"

Date:

REFERRAL from:
FARMERS HOME ADMINISTRATION
U. S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C. 20250

TO:

The enclosed communication is referred to you for reply, since it appears to concern matters under your jurisdiction.

The communication:

- has has not been acknowledged.
 A copy of our acknowledgment is enclosed.

Enclosure(s)

FHA 142-1 (3-30-70)

This form may be used to refer letters to other agencies for reply.

Prepare Form FmHA 142-1 in an original and one copy. The original will be attached to the correspondence being referred, and the copy will be sent to CFU with a copy of the incoming correspondence, and acknowledgment, if any.

No signature is required.

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SAMPLE ADDRESS FORMATS

FmHA Instruction 2030-C
Exhibit H

MISS JANICE SMITH
PO BOX 34
DULUTH MN 55803-0034

3365434M 80V
MS LOIS SMITH
4653 GEORGIA AVE NW
WASHINGTON DC 20011-7128

H E BROWN
RR 3 BOX 9
CANTON OH 44730-9521

MR STANLEY DOE
LAST NATIONAL BANK
PO BOX 345
NEW YORK NY 10163-0345

MR JAMES F JONES
4417 BROOKS ST NE
WASHINGTON DC 20019-4649

ACME INSURANCE CO
CAREW TOWERS
300 E MAIN ST RM 1121
MEMPHIS TN 38166-1121

B G LIGHT CO
HC 2 BOX 293a
DULUTH MN 55811-9702

PVT WILLARD J SMITH
COMPANY F
167TH INFANTRY REGT
APO NEW YORK 09801-1087

MR THOMAS CLARK
17 RUSSELL DRIVE
LONDON W1P 6HQ
ENGLAND

MS HELEN SANDERS
1010 CLEAR ST
OTTAWA ON K1A 0B1
CANADA

STANDARD ADDRESS ABBREVIATIONS
TWO-LETTER STATE AND POSSESSION ABBREVIATIONS

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
American Samoa	AS	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Federated Sates of Micronesia	FM	Northern Mariana Islands	MP
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Palau	PW
Idaho	ID	Pennsylvania	PA
Illinois	IL	Puerto Rico	PR
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Marshall Islands	MH	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

DIRECTIONAL ABBREVIATIONS

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Southwest	SW
Northwest	NW

Note: For certain computerized addressing needs, the National Five-Digit ZIP Code & Post Office Directory contains two additional tables of official U.S. Postal Service abbreviations: (1) an Extended Suffix Table, containing suffix forms which appear in some address files, and the corresponding USPS suffixes as coded in the ZIP+4 National Directory File, and (2) abbreviations for postal names which cannot be reduced to 15 positions through use of standard abbreviations.

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**United States
Department of
Agriculture**

Office of
Information
Resources
Management

DR 3060-1

USDA Correspondence Management Regulation