



Mary Jeka
Vice President

January 1, 2006

Addressee's Name
Title
Company or Office Name
Number and Street
City, State, Zip

Salutation:

This letter demonstrates the recommended typing format for all correspondence using this letterhead. This typing format is an integral part of the letterhead design.

The body of the letter aligns flush left to a set left margin of 1 inch for the entire letter. The right margin is set at 1 inch and is not justified. Use 11 pt. type for all typed information (10 pt. type is an acceptable alternative). The date line of the letter begins 2 inches from the top of the letterhead. If the letterhead is personalized the date line should begin at 2.25 inches from the top of the letterhead. Allow three line spaces above the addressee's name, title, company name, etc. and two lines above the salutation and the valediction. In the body of the letter, add one line space between paragraphs. There are no indentations. The maximum line length should not exceed six and one half inches. Allow three line spaces for the signature above the name of the sender.

On shorter letters, where the length of the text would make the letter appear to be floating unnaturally high, the date should be set in the normal spot and the number of lines between the date and the address block should be increased until the letter appears centered on the page.

Sincerely,

Name of Sender
Title of Sender

Initials
cc: