



2"

Date

Addressee Name

Company Name

Department or PO Box Number

Street Address

City, State 00000-0000

1.5"

Dear Addressee,

.625"

This letter demonstrates how the text of any letter can be integrated in a harmonious way with the design of the letterhead. The format shown here helps to unify all University communication and, reinforces the overall Washington State University Graphics Identity Program.

All text in one-and-one-half inches from the left, flush left with the crimson line in the Washington State University signature. Begin the letter two inches from the top, with the date followed by two line spaces, then the address, another line space, then the salutation. The maximum line length should not exceed six inches. Paragraphs are indicated by one line space, with no indentation. After the complimentary close, allow five line spaces for the signature.

If additional pages are needed, the left-hand margin of the letter should be maintained, but the text may be started one inch from the top. The format shown here is typeset in ITC Stone Serif, 9.5 on 12, the recommended typeface for University correspondence.

University stationery also is available in monarch letterhead and envelopes. All stationery items can be ordered from the Office of University Publications and Printing, Cooper Publications Building PO Box 645910, Pullman, WA 99164-5910, 509-335-3350.

Complimentary close

Sender's Name

Title

.5"