[Month] [Day], [Year]

[Name]

[Address 1]

[Address 2]

[Address 3]

Re: [Subject, if needed]

[Greeting],

Use this template for letters and other formal correspondence.

# Document formatting

The preferred university formatting, including margins, fonts and line spacing are programmed into this document for you. You should only have to copy and paste your content into the document. If text does not copy in correctly, use the formatted styles under the Home menu in Word to set fonts and font size as follows:

* Acherus Grotesque should be used in most cases for Titles or Headlines.
* Use Gineso for subheads in this document. See Heading 1, Heading 2 and Heading 3. When adding subheads, always start with Heading 1 for accessibility reasons. Heading 2 would be a subhead of the section under Heading 1. Heading 3 would be a subhead of the section under Heading 2.
* Use Crimson Text for body copy ("Normal" in Styles). Do not make your body copy font size smaller than 12 pt.

If you do not have the university fonts installed on your computer, open a ticket with IT desktop to have them installed.

# Multiple pages

If your document will have multiple pages, the headers have been programmed as well for a multiple page document. Simply continue to follow the formats and guidelines already programmed into this template.

# Headers and footers

Double click in the header to add a subject and date if needed, or you can delete these lines. The page number will automatically update.

The footer of this document should display the university's formal name and "an equal opportunity employer".

# Accessibility

Document accessibility is very is important. This template includes alternate text for all images and header/footer text. Please help maintain document accessibility by not altering this format.

Sincerely,

[Name]

[Title]