Date

Name

Title  
Company  
Street Address

City, State Zip Code

Dear Colleagues,

This is an example of the preferred typing style for all digital communications on the University digital letterhead. This digital letterhead is not to be printed or serve as a substitute for the printed letterhead that is available by order from the Office of Marketing & Communications.

**When Livingston is not available, the recommended typeface for body copy is Adobe Caslon Pro (shown here), Times New Roman, Palatino Linotype, or Georgia. The point size range for the typeface is 10-12 pt.**

The left margin should line up 1” from the left edge of the paper, and the right margin should not extend past the 1” from the right edge of the page.

Best practice is to keep letters to only one page; however, if a letter extends to a second page, use plain white (matching stock for printed letters) for the second page.

Remember, correspondence portrays the image of AB. How your letters look often says as much about the University as the words on the page.

Sincerely,

Name

Title