**MEMO**

**To:** Recipient/department name

**From:** Your name/department name **Date:** 02/20/1871

**Subject:** How to format an interoffice memo

This is an example of the preferred style for all interoffice memo 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.