Dear Reader:

The Illinois State University letterhead has been designed with a specific format as demonstrated here.

This template has been customized for use by your department. It is to be used for electronic correspondence only. After composing your letter according to the guidelines below, please make a pdf of the document. Attach the pdf to your e-mail correspondence.

Begin with the date 2.25 inches from the top of the page. Position the salutation at 2.5 inches from the top if no date or address block is needed. All type is aligned left at 1.25 inches from the left margin with no indentations. It should be set in 11 point Garamond or similar serif font with 15 point leading.

This template uses Times New Roman since most computers have that font. A style sheet named “ISU letter body” has been created to simplify formatting of the letter. When you hit return on your keyboard, extra space will be added so that a new paragraph can begin. If you need to hit return without adding the additional space, hit shift return instead.

Using this typing format on all letters will promote a consistent visual impression that will help reinforce the Illinois State University identity.

Sincerely,

Name of sender  
Title