Month Date, YYYY

Recipient Name

Recipient Title

Recipient Address

City, State Zip

Dear Recipient,

Margins in this template are set to maximize space and allow for the necessary information. Top and bottom margins are 1.75 inches. Left and right are .75 inches. Please don’t change them.

Type styles are in the Styles Pane at the upper right. Palatino Linotype 10 point is the default font and type size.

Information in the header and footer is shown dimmed. It will look correct in pdfs or when printed on office printers. The first page is customized with your department information, and it is best if your letters fit on a single page with these identifying elements.

In instances where the document must be longer than one page, all following pages contain only a KU logo at the bottom of the page. The pages that follow the first page are not customizable.

Electronic letterhead is best suited for instances where the document will be emailed. For printed stationery, order from <https://www.nationsprint.com/clients/ku/>

Sincerely,

Your name

Your title

This is the second page. If you want to add page numbers, we recommend putting them in the upper right or lower right corners of the page.