Month 1, 2002

Addressee’s Name

Addressee’s Title

Company Name

Street Address

City, State, Zip Code

Salutation,

This letter illustrates the recommended typing standards for LaGrange College stationery. The date line is aligned with the left edge of the “L” in the LaGrange logo and is positioned 2” from the top of the page. The Left margin is 1”; the right margin is .75”. All information, including paragraphs and the closing, is aligned along the left margin. Text along the right margin should fall as it may, or “ragged right.” The text should not be right-justified. We have chosen Times Roman as the typeface for correspondence. It is a standard font for most laser printers. We have set the font to be 11 point type on 14 points of leading. This size and style allow for placing a significant amount of text on the page with a high degree of legibility.

The addressee’s name, title, and address begin one line below the date line. The salutation appears two line spaces below the last line of the address. The letter itself begins one line below the salutation. Lines within paragraphs are single-spaced; double-spacing is recommended between paragraphs. Paragraphs are not indented.

The complimentary closing should be placed one line below the end of the body of the letter, and the sender’s name and title appear three line spaces below this (the sender’s name and title are not typed on personalized stationary). Sender and typist’s initials are placed one line below the sender’s title. Information concerning enclosures, copies, etcetera is placed two lines below the initials and is single spaced.

Closing,

Sender’s Name

Sender’s Title

RB/mh