Date

Name

Title

Company

Address

City, State, Zip Code

Salutation:

This letter illustrates the suggested typing format for correspondence using the National Foreign Language Center letterhead. This font is 12 point Arial.

The top margin is 1.75”.The left, right, and bottom margins are 1”. After typing the date,

make three hard returns and type the name and address block. Make three hard returns and type the salutation. Make two hard returns and begin the letter text. Make two hard

returns to start each new paragraph.

Make two hard returns after the final paragraph, type the complimentary close, and make four to six returns before typing the name and title. Make two hard returns before typing the

optional writer’s or administrative assistant’s initials and make two more hard returns before the enclosure and copy information.

To print properly on the Xerox machine, click the **“Properties”** button next to the printer selection box, and go to the **“Image Options”** tab.  The **“Graphics Mode”** area is set to **“Vector”** by default.  Change this to **“Raster”.** Other printers may not require this setting.

Complimentary close,

Name of sender

Title

Writer’s or administrative assistant’s initials

Encl.

cc: