Shown at 60% scale.

**Format**
8.5" x 11"

**UNH Logo**
.6" High

**Type Specifications**
School:
Myriad Pro Semibold, 8/10pt

Address, Contact:
Myriad Pro Regular, 8/10pt

Body Copy:
Arial Regular, 10/12pt

**Colors**
Pantone 661 U

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This letter demonstrates the recommended typing format for all correspondence and is an integral part of the letterhead design.

The date is top-aligned at 2.5 inches from the top edge of the page and 1.25 inches from the left, setting the margin for the entire letter. The addressee’s name is positioned flush left, two spaces below the date. Title, company name, etc. are positioned flush left under the addressee’s name. The salutation appears three spaces below the address.

The body of the letter begins two spaces below the salutation, using single spacing between lines and double spacing between paragraphs. There are no indentations. The maximum line length should not exceed 5.75 inches.

A double space separates the body of the letter from the complimentary close, with four spaces to the name of the sender and the title.

Complimentary close,

Name of sender
Title