Name Of Recipient

Title Of Recipient

Name Of Organization

Address

City, State, Zip Code

Date

Dear

This is a template for a short professional form letter. It has a 1.5” margin all around. The typeface is Helvetica Regular, 11 pt., 100% black. There is no need to indent when beginning a new paragraph or double space after each period, as this is a modern layout. Make sure there are no hyphenated words or widows in the body copy. You may justify or left justify the letter, your choice. Please spell check the letter before printing.

Sincerely,

You Name

Your Title