Date

Addressee’s Name
Addressee’s Title
Name of Organization
Street Address
Boone, North Carolina 28608

Dear Addressee:

This is a sample of a suggested “block style” letter format for 8-1/2” x 11” Appalachian State University letterheads. The letterhead has been designed to accommodate this format. Consistent use of the format will create a consistent and distinctive appearance for University correspondence.

The left margin is 1” (or 6 picas) from the left edge of the paper; the right margin, 1” from the right edge.

The date should align with the last line of the information below the Appalachian logo.

Two lines are recommended between the heading and the salutation. Three lines are recommended between the closing and the typed signature to allow for the written signature. The body is single-spaced with an additional line between paragraphs, and the paragraphs are not indented. The text is flush left throughout.

The objective of these guidelines is a clear and professional look for letters from Appalachian State University, consistent with the image the University wishes to project.

Yours very truly,

Sender’s Name
Sender’s Title