Date of Letter

Recipient’s name

Recipient’s title

Recipient’s company

Recipient’s company address

Recipient’s Name:

This e-letterhead template is designed using the 10-point Calibri font. After you have entered your contact information above, and your e-letter recipient’s information, replace this “for placement only” text entirely with your letter content. Paragraph spacing is embedded so simply hit “return” once to begin a new paragraph.

E-letterhead templates should be easy to edit and subsequently email. When you have finished typing your letter text and closing salutation, save this template as a PDF and email accordingly. Should you wish to secure your PDF, visit **brand.arizona.edu/guide/faq** for guidance.

This template is not designed for printing purposes. The graphics display properly as a PDF, but not when printed. Instead, visit **brand.arizona.edu/guide/stationery** for information on ordering your UA print stationery.

We hope you find this template efficient and useful for your communications. Should you have any questions or trouble using these templates, please contact Marketing Communications & Brand Management at 520-621-8747 or brand@email.arizona.edu.

Sincerely,