



June 10, 2010

To whom it may concern:

When typing formal letters on George Fox letterhead, start your copy two inches from the top (1.5 inches if extra space is needed) and use one-inch margins on the left, right and bottom. Align all type flush left with no paragraph indentations. Double space between paragraphs.

As for other spacing, it's traditional to double space between the date and the salutation, double space after the salutation, and triple space for the signature. However, it's fine to only double space after the date, especially if doing so will save the letter from running on to a second page.

This block style is the current business letter writing style standard and has been approved by efficiency experts because it saves keystrokes. To readers, this flush left style looks more contemporary than the indented paragraph style. Finally, adopting this style will help convey a consistent image for all George Fox correspondence.

Sincerely,

A handwritten signature in black ink, appearing to read "Darryl Brown", written in a cursive style.

Darryl Brown
Art Director
Marketing Communications