

[Recipients Name]  
[Company Name]  
[Street Address]  
[City, Postal Code]

Month D, YYYY

Dear [Recipient's Name]:

[SUBJECT]

This letterhead illustrates the word processing format for Vanier College correspondence. Please follow these guidelines in all your faxes, memos, etc.

All letters should be typed using the typeface Times New Roman in a size 11 point. Set the left margin 1.0" from the left side of the page.

Double space and start the first paragraph. Note that there is no indentation between paragraphs and a single space is used between paragraphs. Double space between the last paragraph and the closing.

With adherence to these guidelines, your correspondence will become an impressive reflection of Vanier College.

Sincerely,

[Signature]  
**[Your Name]**  
[Your Title]

[Identification Initials]  
Enclosures: [Number]

cc: [Name for Copy]