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THE UNIVERSITY OF BRITISH COLUMBIA

**Faculty or Office Location**  
Department  
Program, Research Group or Institute  
Location  
100 - 1234 Main Mall  
Vancouver, BC Canada V6T 1Z1

Phone 604 822 1234  
Fax 604 822 5678  
[www.123.ubc.ca](http://www.123.ubc.ca)

Date

Addressee  
BUSINESS  
STREET ADDRESS  
CITY COUNTRY POSTAL CODE

Dear Addressee,

When typing a letter, follow this page as a guide. This letter is an example of the typical format for a letterhead. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

Set the left margin of the page at 1.5". Begin the date 2" down from the top of the page. Skip one line and type the Addressee's name and address flush left with the date. Skip three lines between the last address line and the salutation. Skip one line between the salutation and the body of the letter. Do not indent at the beginning of paragraphs, and always skip one line between paragraphs.

Having completed your letter, skip two lines between the last line of the last paragraph and the closing. Then skip four or five lines between the closing and the Sender's typed name, which will allow enough space for the Sender's signature.

Sincerely,

Sender's Name  
SN:tn



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Page 2

When typing a 2nd sheet, follow this page as a guide. This sheet is an example of the typical format for a 2nd sheet. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

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Having completed your letter, skip two lines between the last line of the last paragraph and the closing. Then skip four or five lines between the closing and the Sender's typed name, which will allow enough space for the Sender's signature.

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Sender's Name  
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## Fax

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Date                    September 13, 2010

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To                        AB Name

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Fax Number            604 822 1234

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From                    CD Person

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Reference              Fax typing guide

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### Notes/Comments

When typing a fax, follow this page as a guide. This page is an example of the typical format for a fax cover sheet. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

Set the left margin of the page at 2.5" and right margin at 1". Begin the date 2.75" down from the top of the page. Use Arial or Times at 14 pt with 24 pt leading.

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Number of Pages      One

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If you do not receive ALL the pages shown as being transmitted or if you have other queries regarding this transmission

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Please contact:        CD Person

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**CONFIDENTIALITY NOTICE:** This transmission and the documents accompanying it contain confidential information, and are intended only for the use of the specific individual or entity to which it is addressed. If you have received this transmission in error, please notify us immediately by telephone and return the original transmission to us by mail. Thank you.



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## Memorandum

Date	September 13, 2010
To	AB Name
From	CD Person
Subject	Fax typing guide

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